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ABSTRACT

This curriculum on money management skills for deaf adolescent and young adult students is presented on nine video CD-ROMs as well as in a print version. The curriculum was developed following a survey of the needs of school and rehabilitation programs. It was also piloted and subsequently revised. Each teaching segment is presented in sign language by a deaf instructor. If appropriate, visual aids are also used. At the end of the segment, the teacher signs a question that probes student learning of the new information and the question appears on the screen with multiple response options. Student response results in either positive feedback and continuation to the next segment or a review of the relevant information and a repeat of the question. Each CD contains six or seven lessons relating to a particular topic. Each lesson includes an introduction, the body of the lesson, and a generalization exercise. The print workbook covers the same material and also includes a glossary, an answer key, and additional information. The nine CDS cover: (1) reading money amounts, (2) writing money amounts, (3) recognizing and reading bills, (4) the bank, (5) bank deposits, (6) bank withdrawals, (7) the deposit slip, (8) recording deposits in the check register, and (9) check writing. (DB)

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ED 461 207

MILE CURRICULUM

GRANT NUMBER: H180T40138

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EC 306185

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Development of The MILE Curriculum

Prior to the development of the MILE curriculum, a survey was conducted of school and rehabilitation programs teaching money management skills to deaf adolescents and young adults to determine needs and preferences to be considered in the development of the curriculum. The response rate was 64% (315/495). Respondents had been working with deaf students an average of 15 years, 13% were deaf or hard of hearing, and 65% were teachers or otherwise directly involved in the education of the students.

Concerning presentation, 90% preferred lessons that were from 30 minutes to one hour; 88% preferred that student progress be monitored by *both* teacher and computer; and 66% preferred 3 or fewer lessons per week. However, preferences were split almost 50/50 for the number of students to be involved at a time. Forty-five percent preferred 1 or 2; 53% preferred small groups (3 to 6). Respondents were also asked for comments and suggestions. The most common characteristics requested included: l) make the materials realistic, 2) provide adequate practice and repetition, 3) keep the reading level accessible to students with limited English skills, but include and teach the necessary banking vocabulary, and 4) include a printed copy of the materials presented on the CDS.

The development of this curriculum followed these stages: l) identification of content, 2) task analysis, 3) behavioral objectives, 4) script development, 5) filming, 6) CD-ROM production, 7) pilot testing and preliminary evaluations. During the literature review in the initial stages of the project, a task analysis from a previously developed and field-tested project, was identified which closely related to the skills we had targeted. This task analysis was reviewed, skills supporting the goal of check writing were selected, and the resulting list was updated, and revised with culturally relevant information as necessary. Behavioral objectives were driven by the resulting task analysis, and the script was developed to accomplish the behavioral objectives. Throughout the filming, consideration focused on the language needs of the targeted student population. Lessons from the curriculum were piloted with students from local schools, and revisions were made based on information gained both from test scores and a qualitative evaluation of the student's responses to the curriculum. In addition, the curriculum was thoroughly critiqued by 3 teachers of students in the target population for written language presentation, sign language presentation, and instructional design. This feedback was incorporated into the final design of the present version of the MILE curriculum.

The resulting curriculum is contained in 9 CDS: 1) Reading Money Amounts, 2) Writing Money Amounts, 3) How to Recognize and Read Bills, 4) The Bank, 5) Bank Vocabulary: Deposit, 6) Bank Vocabulary: Withdrawal, 7) The Deposit Slip, 8) Recording Deposits in the Check Register, and 9) Check Writing. Each CD topic is broken down into six to seven lessons. (Sample materials in Appendices E-I are based on Lesson 7: The Deposit Slip.)

Lessons progress in the following manner. An initial 'Study Plan' screen appears presenting a list of lessons on the CD. The student can choose the first one and move sequentially through the lessons without returning to this introductory screen, choose to begin at any point along the way, or even select only a few *specific* lessons to view. Any lessons that became long (e.g. teaching how to fill out all six parts of a check) were broken into sublessons that could also be accessed through a Study Plan sub-menu. The reality of educational settings requires this kind of flexibility in a CD-ROM curriculum. A student may not be at the end of a lesson when class ends; thus multiple entry points into the curriculum combined with short lessons allow students to pick up where they left off, rather than forcing them to repeat information they have already covered. This has the added advantage of allowing higher achieving students to skip modules they have already mastered. Additionally, titles appear across the top of each segment identifying the current lesson so that students and teachers can easily identify the student's location in the lesson at any time.

Each teaching segment is presented in sign language by a deaf instructor. If appropriate, visual aids are also used (e.g., deposit slips, check registers, checks). At the end of the segment, the teacher signs a question probing the information that was just taught. The question then appears on a screen with multiple response options. The student must respond by clicking on the appropriate response. A correct response will move the student to positive feedback and continue to the next segment, an incorrect response will give the student "sorry, wrong answer" feedback, review of the relevant information, and then repeat the question screen. The information may be reviewed as often as necessary. Each CD contains several lessons relating to a particular topic, including an introduction to the lesson, a quick review of the information taught on that CD, and a generalization exercise called 'On Your Own.' At the end of each lesson, students have the option of reviewing the entire lesson, continuing to the next lesson, going back to the initial study plan screen to choose another lesson out of sequence, or exiting the program. (A simple keystroke will also allow the viewer to exit the program at any time.)

A workbook was developed that closely follows the lessons presented on the CDS. It not only contains each of the teaching segments presented on the video along with the instructional probes from the video, it also includes a glossary, the generalization exercises for 'On Your Own,' and an answer key. In addition, 'bonus' information not included on the CDS is provided. For example, the CD teaches how to write a check for 'cash' The workbook includes other ways to get cash, such as using an automated teller, and writing a check to a store for an amount over the purchase. The bonus information can be used by teachers to engage the students in discussions to reinforce information they have just learned and to help the students relate the information to their own experiences.

As can be seen from the above discussion, the MILE Curriculum was developed with the needs of the deaf learner in mind, including the requirements of sound instructional design, media strengths and capabilities, and cultural and linguistic awareness.

The MILE
Project

The MILE Project: Money Management Skills

Lessons:

1. Reading Money Amounts
2. Writing Money Amounts
3. How to Recognize and Read Bills

Cumulative Review Lessons 1-3

4. The Bank
5. What is a Deposit?
6. What is a Withdrawal?

Cumulative Review Lessons 4-6

7. The Deposit Slip
8. Recording Deposits in the Check Register
9. Check Writing

Cumulative Review Lessons 7-9

Vocabulary

Reading
Money
Amounts

1. Reading Money Amounts

Lessons on CD:

Pretest
1. Where Money Amounts are Written 1
2. Dollars, Cents, & the Decimal Point 3
3. Reading Money Amounts 6
4. Reading Money Amounts on Forms 9
5. Quick Review 16
6. On Your Own 17
Answer Key 18

Vocabulary from this Lesson:

- Account
- Bank statements
- Bills
- Cent amounts
- Checks
- Decimal point
- Dollar amounts
- Forms
- Fraction
- Money amounts

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Pretest 1
Reading Money Amounts

Pass *Review*

1. Where Money Amounts are Written

☐ ☐ List 5 things that money amounts are written on.

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________

2. Dollars, Cents, and the Decimal Point

☐ ☐ There are two money amounts below. Write the dollar amount. How many dollars are there?

$15.09 ______________ $20.00 ______________

☐ ☐ There are two money amounts below. Write down the cent amount. How many cents are there?

$170.25 ______________ $3.60 ______________

☐ ☐ Money amounts have decimal points. Why?

____

____

☐ ☐ You want to write a check for $5.64. When you write $5.64 in words on a check, how do you write the cent amount?
Circle the one you write.

decimal point	fraction
.64	64/100

Pass	*Review*
☐	☐

3. Reading Money Amounts

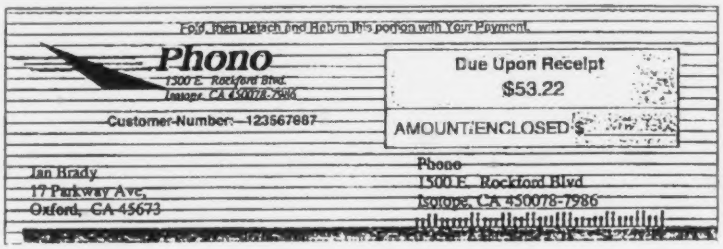
Sign these money amounts to your teacher.

- $3.00
- $44.01
- $105.25
- five and 00/100 dollars
- twenty and 07/100 dollars
- three hundred ten and 70/10 dollars

☐	☐

4. Reading Money Amounts on Forms

See two forms with money amounts below. Sign these two money amounts to your teacher.



Fold, then Detach and Return this portion with Your Payment.

Phono
1500 E. Rockford Blvd.
Isotope, CA 450078-7986

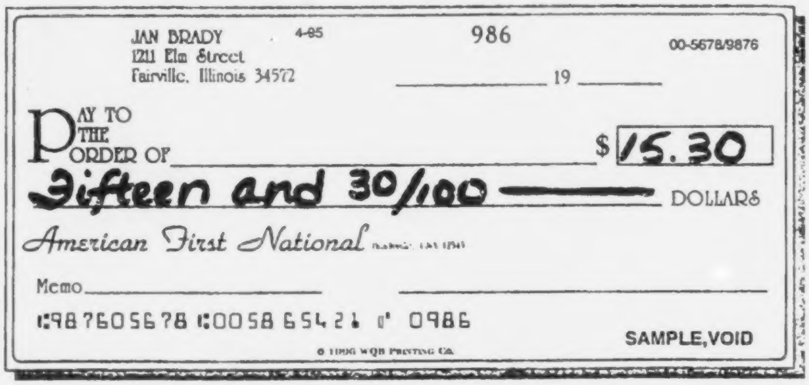
Customer Number: 123567887

Due Upon Receipt
$53.22

AMOUNT ENCLOSED $

Jan Brady
17 Parkway Ave,
Oxford, CA 45673

Phono
1500 E. Rockford Blvd
Isotope, CA 450078-7986



JAN BRADY 4-85
1211 Elm Street
Fairville, Illinois 34572

986

00-5678/9876

______________ 19 ________

PAY TO THE ORDER OF ______________ $ 15.30

Fifteen and 30/100 ——— DOLLARS

American First National

Memo ______________

⑆98760567 8⑆0058 65421⑈ 0986

SAMPLE,VOID

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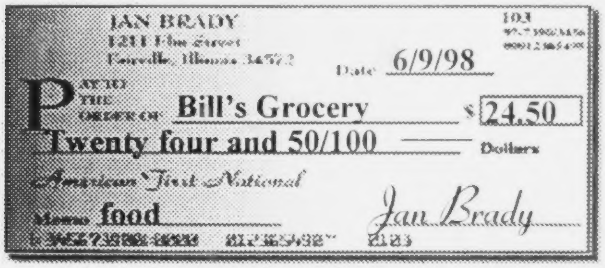
NOTES:

1. Where Money Amounts are Written

- You will learn how to read dollar and cent amounts that are written in numbers.
- You will see many things that have amounts of money written on them.

Dollar and cent amounts can be written in numbers or in words. In this lesson, you will learn how to read dollar and cent amounts that are written in numbers. When you handle your money, you will see many things that have **money amounts** written on them.

For example, **checks**, like this one:



JAN BRADY

103

Date 6/9/98

PAY TO THE ORDER OF Bill's Grocery $ 24.50

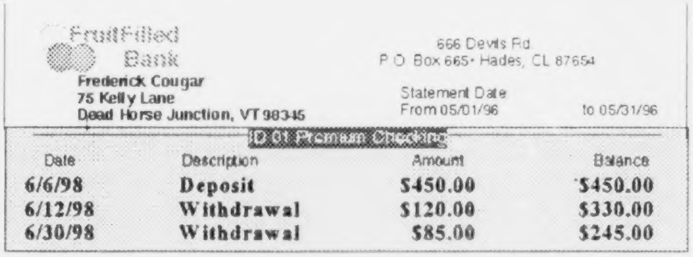
Twenty four and 50/100 Dollars

American First National

Memo food

Jan Brady

Another example, **bank statements**, like this one:



FruitFilled Bank

666 Devils Rd
P O Box 665 · Hades, CL 87654

Frederick Cougar
75 Kelly Lane
Dead Horse Junction, VT 98345

Statement Date
From 05/01/96 to 05/31/96

ID 01 Premium Checking

Date	Description	Amount	Balance
6/6/98	Deposit	$450.00	$450.00
6/12/98	Withdrawal	$120.00	$330.00
6/30/98	Withdrawal	$85.00	$245.00

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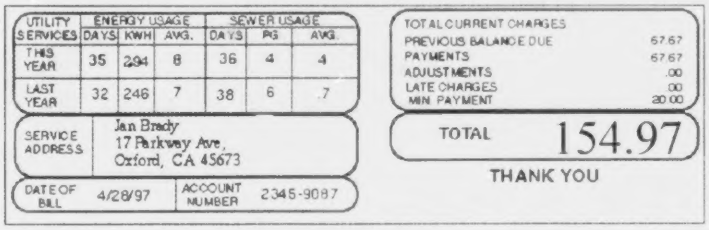
1.1

Where Money Amounts are Written

Another example, monthly **bills**, like this one:



UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG.	DAYS	PG	AVG.
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	.7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave,
Oxford, CA 45673

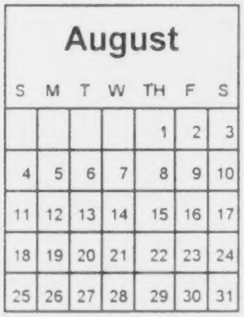
DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	
PREVIOUS BALANCE DUE	67.67
PAYMENTS	67.67
ADJUSTMENTS	.00
LATE CHARGES	.00
MIN. PAYMENT	20.00
TOTAL	154.97

THANK YOU

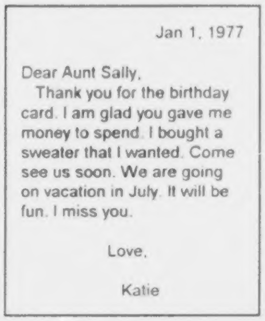
Each of these have money amounts written in numbers. You need to know how to read money amounts the right way.

Circle the form that has a money amount.



August

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

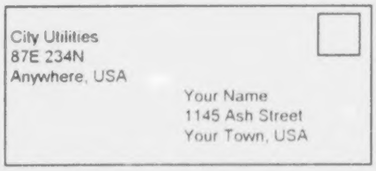


Jan 1, 1977

Dear Aunt Sally,
Thank you for the birthday card. I am glad you gave me money to spend. I bought a sweater that I wanted. Come see us soon. We are going on vacation in July. It will be fun. I miss you.

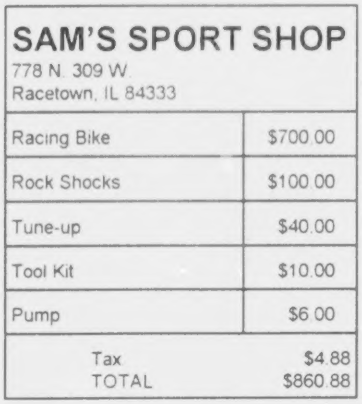
Love,

Katie



City Utilities
87E 234N
Anywhere, USA

Your Name
1145 Ash Street
Your Town, USA



SAM'S SPORT SHOP
778 N. 309 W.
Racetown, IL 84333

Racing Bike	$700.00
Rock Shocks	$100.00
Tune-up	$40.00
Tool Kit	$10.00
Pump	$6.00
Tax	$4.88
TOTAL	$860.88

NOTES:

2. Dollars, Cents, & the Decimal Point

- There are three basic parts of money amounts written in numbers.

There are three basic parts of money amounts written in numbers.

1. **dollar amounts**
2. **cent amounts**
3. **the decimal point**

Dollar Amounts

Here are three different money amounts written in numbers:

1. $3.05
2. $45.25
3. $105.99

You know they are money amounts, because each has a dollar sign ($) written next to it. When you read money amounts, the dollars are *always* on the left side of decimal point.

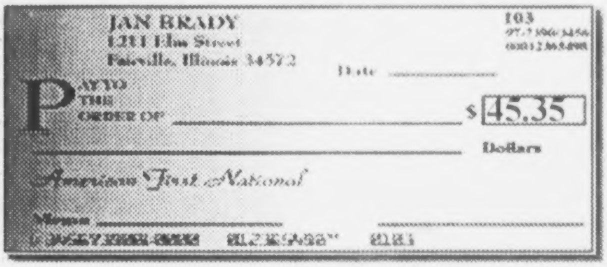
Only look at the dollars. In $3.05, $3 is read "three dollars." $45 is read "forty five dollars." $105 is read "one hundred five dollars." See the *zero* in $105. You only *read* the places that have numbers other than zero. This amount is read as "one hundred five dollars," *not* "one hundred zero five dollars."

1.2 Dollars, Cents, & the Decimal Point

NOTES:

Money amounts have dollar signs. Don't forget to read "dollars," too.

Circle the DOLLAR amount.



JAN BRADY
1211 Elm Street
Fairville, Illinois 34572

103

Date

PAY TO THE ORDER OF $ 45.35

Dollars

American First National

Memo

Cent Amounts

When you read money amounts, the cents are *always* on the *right* side of the decimal point (.).

Only look at the cent amount. In the first example, $3.05, the cent amount .05 is read "five cents." The second cent amount .25 is read "twenty five cents." The third cent amount .99 is read "ninety nine cents."

✓ Jane had 50 cents. Her brother gave her 50 cents too. Now she has 100 cents. Should Jane write it .100? **No!** She would write $1.00. There will only be **two** numbers after the decimal point if the numbers are money! The numbers must be between 00 and 99.

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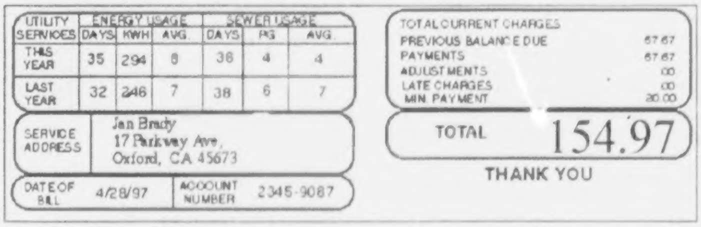
1.2 Dollars, Cents, & the Decimal Point

NOTES:

Circle the CENT amount.



UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG.	DAYS	PG	AVG.
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave,
Oxford, CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	
PREVIOUS BALANCE DUE	67.67
PAYMENTS	67.67
ADJUSTMENTS	.00
LATE CHARGES	.00
MIN. PAYMENT	20.00
TOTAL	154.97

THANK YOU

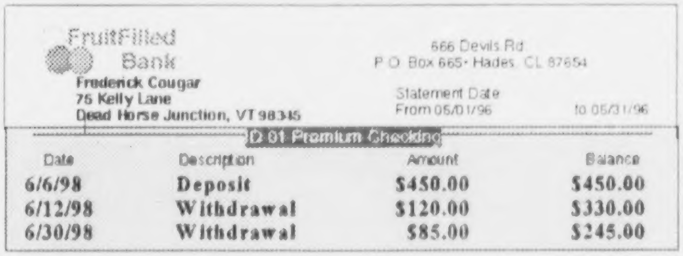
The Decimal Point

The decimal point is a period (.). It separates the dollars and cents. Look at these examples again:

1. $3.05
2. $45.25
3. $105.99

The decimal point shows which is a dollar amount and which is a cent amount. The dollars are always on the *left* side of the decimal point. The cents are always on the *right* side of the decimal point.

Circle the DECIMAL POINTS.



FruitFilled Bank

666 Devils Rd
P.O. Box 665 • Hades, CL 87654

Frederick Cougar
75 Kelly Lane
Dead Horse Junction, VT 98345

Statement Date
From 05/01/96 to 05/31/96

D 01 Premium Checking

Date	Description	Amount	Balance
6/6/98	Deposit	$450.00	$450.00
6/12/98	Withdrawal	$120.00	$330.00
6/30/98	Withdrawal	$85.00	$245.00

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NOTES:

3. Reading Money Amounts

- Money amounts can be read in words.
- Some money amounts have cents. Some money amounts do *not* have cents.

Money Amounts with Cents

Here are three examples of money amounts in numbers *and* how to read them in words:

1. **$4.50** is read as "four dollars and fifty cents." The dollars (in front of the decimal point) are read first. The decimal point is read as "and." The cents (after the decimal point) are read last.

2. **$70.67** is read as "seventy dollars and sixty seven cents." The dollars are read first. The decimal point is read as "and." The cents are read last.

3. **$210.33** is read as "two hundred ten dollars and thirty three cents." The dollars are read first. The decimal point is read as "and." The cents are read last.

✓ Suppose you **sign** the numbers. You *can* sign the *dollars* that are zero. For example, $505.10 can be *signed* as "five hundred *zero* five dollars and ten cents" *or* "five hundred five dollars and ten cents." Both ways are right when you are signing. **But** when you are read or write numbers in words, you *cannot* read the dollars that are zero. $505.10 can *only* be **read** "five hundred five dollars and ten cents."

1.3 Reading Money Amounts

NOTES:

Practice signing these money amounts:

$50.10	$55.55
$500.10	$75.55
$540.10	$75.05
$505.10	$75.50
$55.10	$7.50

Money Amounts with No Cents

If there are no cents, what do you do? You just read the dollars. Here are three amounts with no cents:

1. $50.00
2. $500.00
3. $540.00

The first example $50.00 is read "fifty dollars." The second example $500.00 is read "five hundred dollars." The third example $540.00 is read "five hundred forty dollars." You do not need to say "and no cents." You only have to read the dollar amount.

If the money amount has "00" for cents, how do you sign it?

a. sign "no cents"
b. sign only the dollars
c. sign only the cents
d. sign "0 0 cents"

1.3 Reading Money Amounts

Practice signing these money amounts:

$50.00
$500.00
$505.00

$55.00
$75.00
$7.00

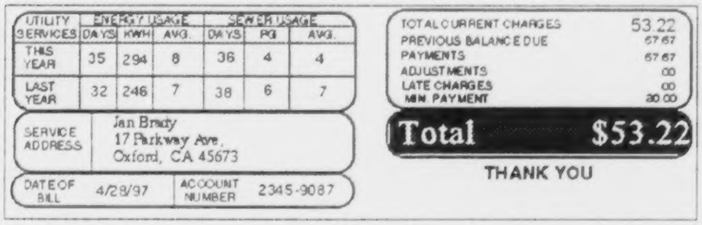
NOTES:

4. Reading Money Amounts on Forms

- When you are reading money amounts on bills, bank statements, and checks, you read money amounts in words to yourself.

Bills

Below is an electric bill. The amount you have to pay, $53.22, is written here:



UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG.	DAYS	PG	AVG.
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	7

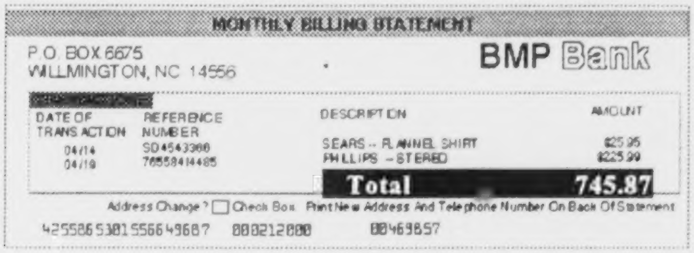
SERVICE ADDRESS
Jan Brady
17 Parkway Ave.
Oxford, CA 45673

DATE OF BILL 4/28/97 ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	53.22
PREVIOUS BALANCE DUE	67.67
PAYMENTS	67.67
ADJUSTMENTS	.00
LATE CHARGES	.00
MIN. PAYMENT	20.00
Total	**$53.22**

THANK YOU

This amount is read "fifty three dollars and twenty two cents."



MONTHLY BILLING STATEMENT

P.O. BOX 6675
WILLMINGTON, NC 14556

BMP Bank

DATE OF TRANSACTION	REFERENCE NUMBER	DESCRIPTION	AMOUNT
04/14	SD4543300	SEARS -- FLANNEL SHIRT	$25.95
04/19	76558414485	PHILLIPS -- STEREO	$225.99
		Total	**745.87**

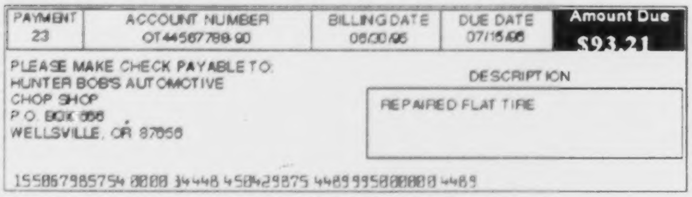
Address Change? ☐ Check Box Print New Address And Telephone Number On Back Of Statement

4255865301556649687 000212000 00469857

This bill is for $745.87. This amount is read "seven hundred forty five dollars and eighty seven cents."

1.4 Reading Money Amounts on Forms

NOTES:



PAYMENT	ACCOUNT NUMBER	BILLING DATE	DUE DATE	Amount Due
23	OT44567788-90	06/30/96	07/15/96	$93.21

PLEASE MAKE CHECK PAYABLE TO:
HUNTER BOB'S AUTOMOTIVE
CHOP SHOP
P.O. BOX 666
WELLSVILLE, OR 87656

DESCRIPTION

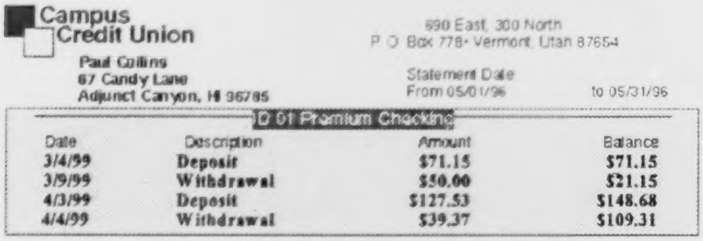
REPAIRED FLAT TIRE

155867985754 8888 34448 458429875 4489995888888 4489

This bill is for $93.21. This is read "ninety three dollars and twenty one cents."

Bank Statements

Below is a statement you get from the bank where you have an **account**. The statement tells you how much money you put into the bank and how much money you took out of the bank during the month. The statement says that you put in $71.15. The statement also says that you took out $50.00. See below:



Campus
Credit Union

690 East, 300 North
P.O. Box 778 • Vermont, Utah 87654

Paul Collins
67 Candy Lane
Adjunct Canyon, HI 96785

Statement Date
From 05/01/96 to 05/31/96

ID 01 Premium Checking

Date	Description	Amount	Balance
3/4/99	**Deposit**	**$71.15**	**$71.15**
3/9/99	**Withdrawal**	**$50.00**	**$21.15**
4/3/99	**Deposit**	**$127.53**	**$148.68**
4/4/99	**Withdrawal**	**$39.37**	**$109.31**

$71.15 is read as "seventy one dollars and fifteen cents." $50.00 is read as "fifty dollars." How would you read $127.53? "One hundred twenty seven dollars and fifty three cents." How would you read $39.37? "Thirty nine dollars and thirty seven cents."

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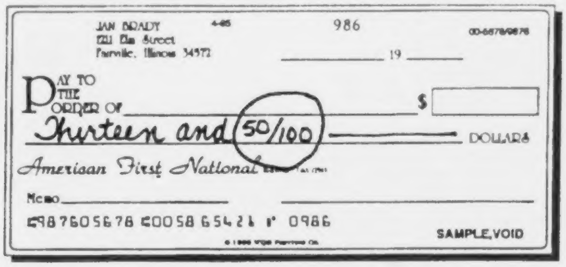
1.4

Reading Money Amounts on Forms

NOTES:

Checks

Checks are different than bills and bank statements. They have money amounts written in words *and* numbers. When money amounts are written in words on a check, the **cent amount** is written as a **fraction**. On checks, a fraction is written *only when* money amounts are written in words. Look at this check. It is for $13.50:



JAN BRADY
1211 Elm Street
Fairville, Illinois 34572

986

19

PAY TO THE ORDER OF $

Thirteen and 50/100 DOLLARS

American First National

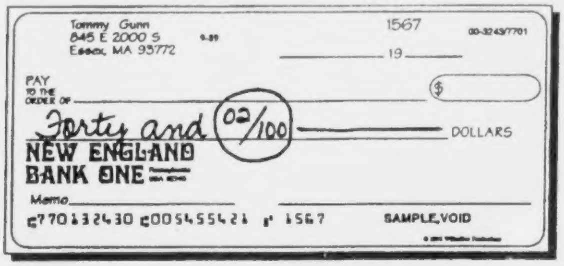
Memo

987605678 005865421 0986

SAMPLE,VOID

See the fraction 50/100. You read the top part of the fraction as cents. Fifty over one hundred is read "fifty cents."

Here is a check for $40.02:



Tommy Gunn
845 E 2000 S
Essex, MA 93772

1567

00-3243/7701

19

PAY TO THE ORDER OF $

Forty and 02/100 DOLLARS

NEW ENGLAND
BANK ONE

Memo

770132430 005455421 1567

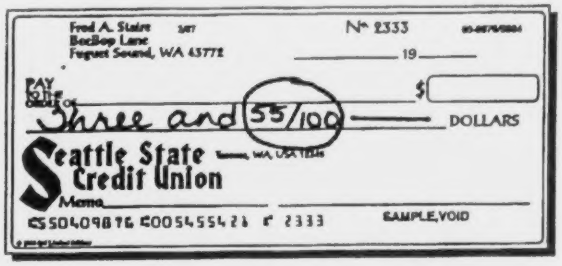
SAMPLE,VOID

Look at the fraction 02/100. The top part of the fraction is read as cents. Zero two over one hundred is read as "two cents."

1.4 Reading Money Amounts on Forms

NOTES:

Here is a check for $3.55:



Fred A. Staire
BeeBop Lane
Fuguet Sound, WA 43772

Nº 2333

19

PAY TO THE ORDER OF $

Three and 55/100 DOLLARS

Seattle State Credit Union

WA, USA

Memo

C550409876 C0054555426 2333

SAMPLE,VOID

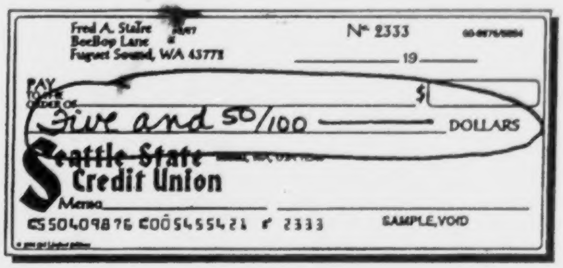
Look at the fraction 55/100. Five five over one hundred is read as "fifty five cents."

Practice signing these CENT amounts:

Twenty two and 53/100------------------ DOLLARS
Fifty eight and 25/100-------------------- DOLLARS
Thirteen and 61/100-----------------------DOLLARS
Two hundred fifty and 83/100----------DOLLARS
One hundred and 04/100----------------DOLLARS
Seventy six and 56/100------------------ DOLLARS

1.4 Reading Money Amounts on Forms

Now, let's look at the **dollar amounts and the cent amount together.** As always, you read the dollars first and the cents last. Look at the check below for $5.50:



Fred A. Staire
BeeBop Lane
Fuguet Sound, WA 43771

Nº 2333

19

PAY TO THE ORDER OF $

Five and 50/100 DOLLARS

Seattle State Credit Union

Memo

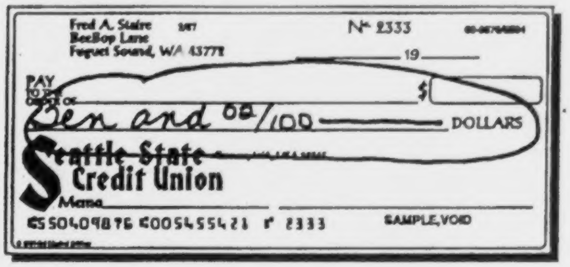
C550409876 C005455421 2333

SAMPLE, VOID

"Five and 50/100" would be read "five dollars and fifty cents."

Even though the word "dollars" is at the end of the line on the check, you need to read it with the dollar amount. Once again, this is "five *dollars* and fifty cents."

Here is a check for $10.02:



Fred A. Staire
BeeBop Lane
Fuguet Sound, WA 43771

Nº 2333

19

PAY TO THE ORDER OF $

Ten and 02/100 DOLLARS

Seattle State Credit Union

Memo

C550409876 C005455421 2333

SAMPLE, VOID

"Ten and 02/100" would be read as "ten dollars and two cents."

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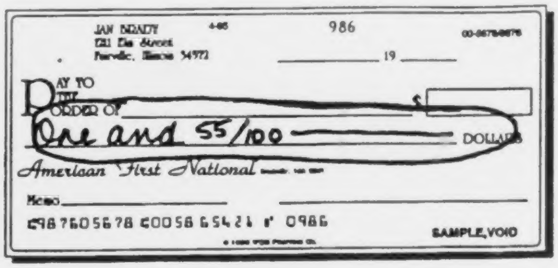
NOTES:

1.4 Reading Money Amounts on Forms

NOTES:

Here is a check for $1.55:



JAN BRADY

986

19

PAY TO THE ORDER OF $

One and 55/100 DOLLARS

American First National

Memo

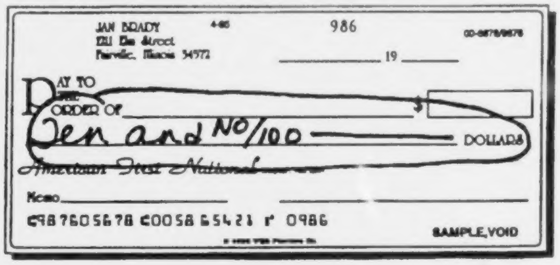
SAMPLE,VOID

"One and 55/100" would be read as "one dollar and fifty five cents."

Practice signing these MONEY AMOUNTS:

Twenty two and 53/100-------------------DOLLARS
Thirteen and 61/100------------------------DOLLARS
Two hundred and 83/100----------------DOLLARS
One hundred three and 04/100--------DOLLARS
Seventy six and 56/100------------------ DOLLARS

Here is a check for $10.00. There are no cents:



JAN BRADY

986

19

PAY TO THE ORDER OF $

Ten and NO/100 DOLLARS

American First National

Memo

SAMPLE,VOID

"Ten dollars and no/100" is read "ten dollars." Suppose you see "ten and 00/100," you read it as "ten dollars." "00/100" and "no/100" mean the same thing. There are no cents in the fraction.

1.4 Reading Money Amounts on Forms

NOTES:

Practice signing these MONEY AMOUNTS:

Twenty two and no/100------------------ DOLLARS
Thirteen and 00/100---------------------- DOLLARS
Two hundred fifty and 00/100----------DOLLARS
One hundred three and no/100--------DOLLARS
Seventy six and no/100------------------ DOLLARS

Remember, when reading money amounts on checks in words, you need to remember the dollar amount and the cent amount. If there are no cents, you just read the dollar amount.

NOTES:

5. Quick Review

Practice signing these money amounts. You can check your answers in the Answer Key at the end of Lesson 1.

1. $33.10
2. $25.05
3. $103.00
4. $30.20
5. $425.00

NOTES:

6. On Your Own

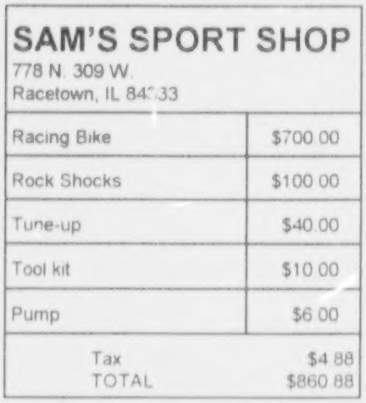
At home, look for things that have money amounts written on them. Some places you can find money amounts are TV commercials, newspaper ads, and bills.

Practice signing the money amounts you find and the money amounts in this workbook. It is important to practice so you will remember what you have learned.

NOTES:

Answer Key

The form that has a money amount is (p. 2):

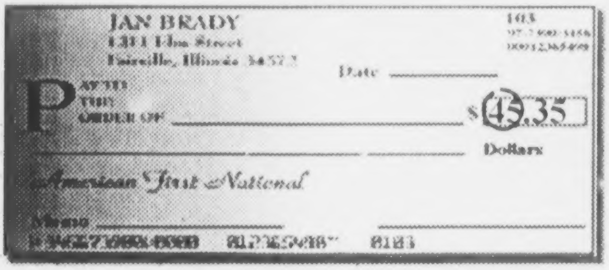


SAM'S SPORT SHOP
778 N. 309 W.
Racetown, IL 84[illegible]33

Racing Bike	$700.00
Rock Shocks	$100.00
Tune-up	$40.00
Tool kit	$10.00
Pump	$6.00
Tax	$4.88
TOTAL	$860.88

The bill from Sam's Sport Shop has money amounts on it. Money amounts in numbers have dollar signs ($) and decimal points (.). The other forms have numbers, but none of the numbers have dollar signs. The other numbers are addresses and dates.

Circle the DOLLAR amount (p. 4).



JAN BRADY

Date

PAY TO THE ORDER OF $45.35

Dollars

American First National

Memo

Dollars are to the LEFT of the decimal point.

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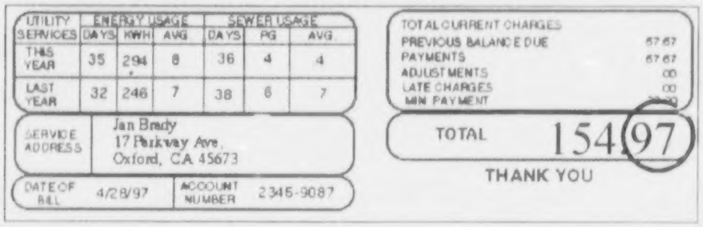
Answer Key-Lesson 1

Circle the CENT amount (p.5).



UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG	DAYS	PG	AVG.
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave.
Oxford, CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

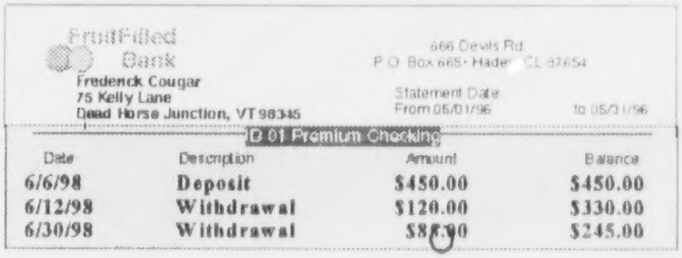
TOTAL CURRENT CHARGES	
PREVIOUS BALANCE DUE	67 67
PAYMENTS	67 67
ADJUSTMENTS	00
LATE CHARGES	00
MIN PAYMENT	[illegible]

TOTAL 154.97

THANK YOU

Cents are to the RIGHT of the decimal point.

Circle the decimal points (p. 5).



FruitFilled Bank
Frederick Cougar
75 Kelly Lane
Dead Horse Junction, VT 98345

666 Devils Rd
P.O. Box 665 • Hades, CL 87654

Statement Date
From 05/01/96 to 05/31/96

ID 01 Premium Checking

Date	Description	Amount	Balance
6/6/98	Deposit	$450.00	$450.00
6/12/98	Withdrawal	$120.00	$330.00
6/30/98	Withdrawal	$85.00	$245.00

If the money amount has "00" for cents, how do you sign it? (p. 7)

a. sign "no cents"
[✓ b. sign only the dollars]
c. sign only the cents
d. sign "0 0 cents"

NOTES:

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Answer Key-Lesson 1

You would sign these money amounts: (p. 7)

$50.10	fifty dollars and ten cents
$500.10	five hundred dollars and ten cents
$540.10	five hundred forty dollars and ten cents
$505.10	five hundred five dollars and ten cents *or* five hundred zero five dollars and ten cents
$55.10	fifty five dollars and ten cents
$55.55	fifty five dollars and fifty five cents
$75.55	seventy five dollars and fifty five cents
$75.05	seventy five dollars and five cents
$75.50	seventy five dollars and fifty cents
$7.50	seven dollars and fifty cents

You would sign these money amounts: (p. 8)

$50.00	fifty dollars
$500.00	five hundred dollars
$505.00	five hundred five dollars *or* five hundred zero five dollars
$55.00	fifty five dollars
$75.00	seventy five dollars
$7.00	seven dollars

You would sign the CENT amounts: (p. 12)

Twenty two and 53/100: fifty three cents
Fifty eight and 25/100: twenty five cents
Thirteen and 61/100: sixty one cents
Two hundred fifty and 83/100: eighty three cents
One hundred and 04/100: four cents
Seventy six and 56/100: fifty six cents

NOTES:

Answer Key-Lesson 1

You would sign these money amounts: (p. 14)

Twenty two and 53/100
Sign: Twenty two dollars and fifty three cents
Thirteen and 61/100
Sign: Thirteen dollars and sixty one cents
Two hundred and 83/100
Sign: Two hundred dollars and eighty three cents
One hundred three and 04/100
Sign: One hundred three dollars and four cents *or*
One hundred zero three dollars and four cents
Seventy six and 56/100
Sign: Seventy six dollars and fifty six cents

You would sign these money amounts: (p. 15)

Thirteen and 00/100
Sign: thirteen dollars
Two hundred fifty and 00/100
Sign: two hundred fifty dollars
One hundred three and no/100
Sign: one hundred three dollars *or*
one hundred zero three dollars
Seventy six and no/100
Sign: seventy six dollars

NOTES:

☑ Answer Key-Lesson 1

NOTES:

Quick Review (p. 16)

You would sign these money amounts:

$33.10	Thirty three dollars and ten cents
$25.05	Twenty five dollars and five cents
$103.00	One hundred three dollars *or* One hundred zero three dollars
$30.20	Thirty dollars and twenty cents
$425.00	Four hundred twenty five dollars

2. Writing Money Amounts

Lessons on CD:

Pretest
1. Writing Money Amounts 1
2. Writing Number Amounts in Words 2
3. Reading Amounts Written as Words 6
4. Writing Amounts in Words on Checks 8
5. Changing Amounts in Words to Numbers 12
6. Quick Review 15
7. On Your Own 16
Answer Key 17

Vocabulary from this Lesson:

Check
Decimal Point
Dollar Sign
Fraction
Money Amount
Money Amount in Numbers
Money Amount in Words

Quick Reference:

Numbers and Words List 2

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Pretest 2
Writing Money Amounts

Pass *Review*

1. Writing Money Amounts in Words

☐ ☐

Write the money amounts in words.

1. $100.00 ______________________________
2. $50.00 ______________________________
3. $255.00 ______________________________
4. $367.00 ______________________________
5. $2.00 ______________________________

2. Writing Amounts in Words on Checks

☐ ☐

Write the money amounts in words with a fraction.

1. $6.50 ______________________________
2. $10.08 ______________________________
3. $103.20 ______________________________
4. $250.00 ______________________________
5. $406.01 ______________________________

Pass *Review*

☐ ☐

3. Changing Amounts in Words to Numbers

Write the money amounts in numbers.

1. Twenty and 50/100 dollars ______________________
2. Thirty and 08/100 dollars ________________________
3. Fifty five and 25/100 dollars ____________________
4. One hundred five and 62/100 dollars _____________
5. Two hundred twenty and 00/100 dollars __________

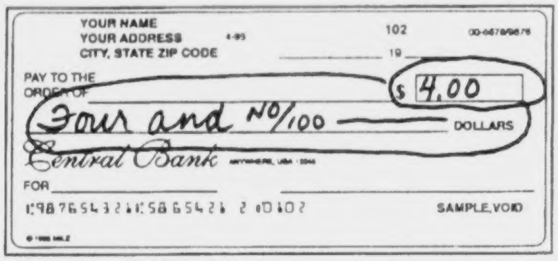
2.1 Writing
Money Amounts

NOTES:

1. Writing Money Amounts

- You will learn how to write money amounts in words.
- You will also learn how to write money amounts in numbers.

Many money things are written in words and in numbers. When you are writing **checks**, you will need to write the money amount in numbers *and* words. It is very important that you can write money amounts in words *and* in numbers correctly. See the two ways $4.00 is written on this check:



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102

19

PAY TO THE ORDER OF $ 4.00

Four and NO/100 DOLLARS

Central Bank

FOR

⑆98765432⑆⑈5865426 2 ⑈0⑈02

SAMPLE,VOID

What will be taught in this lesson?

- a. how to count money
- b. how to put money in the bank
- c. writing money amounts
- d. writing account numbers

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NOTES:

2. Writing Number Amounts in Words

- This list is called the Numbers and Words List.
- Use the Numbers and Words List to help you write number amounts in words.

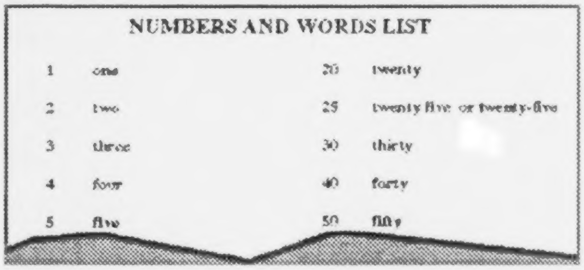
1	one	18	eighteen
2	two	19	nineteen
3	three	20	twenty
4	four	30	thirty
5	five	40	forty
6	six	50	fifty
7	seven	60	sixty
8	eight	70	seventy
9	nine	80	eighty
10	ten	90	ninety
11	eleven	100	one hundred
12	twelve	500	five hundred
13	thirteen	1,000	one thousand
14	fourteen	10,000	ten thousand
15	fifteen	100,000	one hundred thousand
16	sixteen	1,000,000	one million
17	seventeen		

2.2

Writing Number Amounts in Words

NOTES:

How do you use it? On the left side is a list of numbers. On the right side is a list of words. You look for the number you want to write in words. The word is *always*,to the right of the number.



NUMBERS AND WORDS LIST

1	one	20	twenty
2	two	25	twenty five or twenty-five
3	three	30	thirty
4	four	40	forty
5	five	50	fifty

Example #1: You want to write $3.00 in words.

1. You find the number "3" from the left side of the list.
2. Look at the right side. It shows you how to spell "3" in words. "3" is spelled "three."
3. $3.00 should like this: *three dollars*.

Notice that there is the word "dollars." It is important to write the word dollars if you mean three dollars. Otherwise, three could mean anything-3 tables, 3 minutes!

Example #2: You want to write $35.00 in words.

1. Find "30" on the list.
2. You write the word "thirty."
3. You find "5."
4. Write "five."
5. Add the word "dollars."
6. $35.00 should like this: *thirty five dollars*.

Example #3: You want to write $125.00 in words. Here are steps to do it.

1. Find "100" first.
2. Write "one hundred."
3. Find "20."
4. Write "twenty."
5. Find "5."
6. Write "five."
7. Add the word "dollars."
8. $125.00 should look like this:
   one hundred twenty five dollars.

Example #4: You want to write $347.00 in words. What will you do? This time it is a little different. The list does not go up to 347. This is how you do it.

1. Find "3" first and then write "three."
2. Find "100" for the word "hundred." Do not worry about the "1." Just worry about the word "hundred." Write "hundred."
3. Find "40" and write "forty."
4. Find "7" and write "seven."
5. Add the word "dollars."
6. $347.00 should look like this:
   three hundred forty seven dollars.

Remember, when you are writing money amounts in words, you need to write the word "dollars." That way, you will show that the number is a money amount. ***But*** if you are writing the words on a *check*, the word DOLLARS is already printed on the check.

2.2 Writing Number Amounts in Words

NOTES:

How would you write $153 in words?

a. one fifteen three dollars
b. one fifty three dollars
c. one five hundred three dollars
d. one hundred fifty three dollars

Practice Exercise Part 1

Write the numbers in words. You can use the Numbers and Words List on page 2.

1. $100.00 One hundred DOLLARS
2. $50.00 ____________________
3. $255.00 ____________________
4. $367.00 ____________________
5. $2.00 ____________________ DOLLARS
6. $12.00 ____________________
7. $22.00 ____________________
8. $347.00 ____________________ DOLLARS
9. $150.00 ____________________
10. $105.00 ____________________ DOLLARS

Answers are in the Answer Key on page 17.

3. Reading Amounts Written as Words

- You can use the Numbers and Words List to write amounts in words to numbers.

So far you have used the Numbers and Words List (p. 2) to write numbers in words. But you can also use the list the other way. Here are two examples.

Example #1: You see the words "two hundred dollars." You want to know how to read that amount. So what do you do? There are steps to do it.

1. Look at the left side to see the number "2."
2. Write "2".
3. Look at the list and find the words "one hundred" first.
4. Look at the left side and see the number "100."
5. You want "two hundred" not "one hundred." Copy the "00".
6. Add the **dollar sign** "$."
7. Two hundred dollars should look like this: *$200.*

2.3 Reading Amounts Written as Words

Example #2: You see the words "twenty-four dollars." How do you write this in numbers? This time, the steps are easier.

1. Find "twenty" and look at the left side for the number "20."
2. Find "four" and look at the left side for the "4."
3. Put together "20" and "4," and the number is 24.
4. Write the number "24."
5. Add the dollar sign "$."
6. Twenty four dollars should look like this: *$24.*

✓ Twenty four dollars is written $24 *not* $204. $204 is two *hundred* four dollars! $204 is a LOT more than $24! Don't make this mistake!

How do you write "forty five dollars" in numbers?

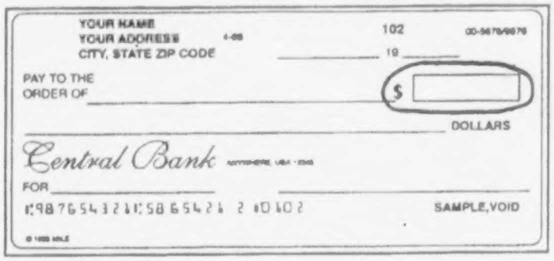
a. $405
b. $45
c. $145
d. $54

NOTES:

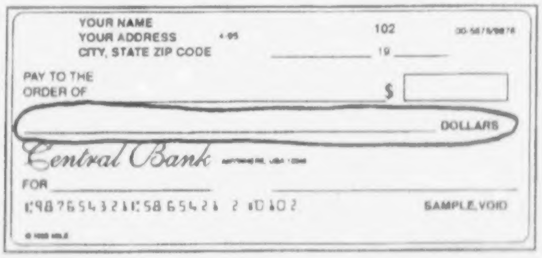
4. Writing Amounts in Words on Checks

- When you write checks, there is a place to write the amount in numbers.
- There is also a place on checks to write the amount in words.
- When you write the amount in words and want to write cents, you need to use a fraction to show the cents.

When you write checks, there is a place to write the amount *in numbers*. See the check below:

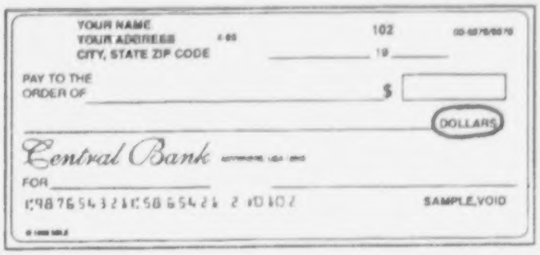

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
19
PAY TO THE ORDER OF
$
DOLLARS
Central Bank
FOR
SAMPLE,VOID

Also, there is a place to write the same numbers *in words*. See the check below:


YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
19
PAY TO THE ORDER OF
$
DOLLARS
Central Bank
FOR
SAMPLE,VOID

2.4 Writing Amounts in Words on Checks

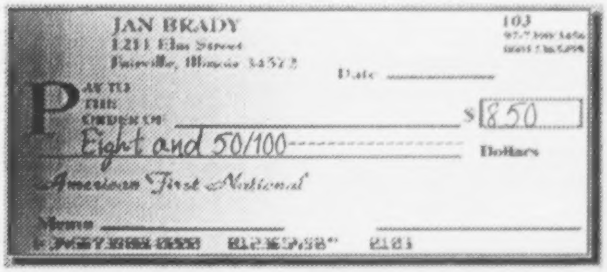
When you write the amount in words on a check, you do not need to write the word "dollars." The word "dollars" is already printed on the check:



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
19
PAY TO THE ORDER OF $
DOLLARS
Central Bank
FOR
SAMPLE,VOID

You want to write a check for $8.50. How do you write $8.50 in words on a check?.

1. First write "8" in words. (You can use the Numbers and Words List). 8 is written "eight."
2. Write the **decimal point** as "and." When you write numbers in words, the decimal point is written as "and".
3. Make a **fraction** for "50." 50 is on the top of the fraction. The number *after* the decimal point always goes on the *top* of the fraction.
4. Write "/100" on the bottom. On a check, "100" always goes on the bottom of the fraction. Why? Because there are 100 cents in a dollar.
5. $8.50 should look like this: *eight and 50 100.*



JAN BRADY
103
Date
PAY TO THE ORDER OF $ 8.50
Eight and 50/100
Dollars
American First National
Memo

NOTES:

BEST COPY AVAILABLE

2.4 Writing Amounts in Words on Checks

NOTES:

Practice Exercise Part 2

You want to write $5.50 on a check.

1. Write "5" in words. (You can use the Numbers and Words List.) 5 is written as "five" in words.
2. Write "and" for the decimal point.
3. Make a fraction for "50." 50 is on the top of the fraction.
5. Write "/100" on the bottom of the fraction.
6. $5.50 should look like this: *five and 50/100.*

How would you write $5.40 in words on a check?

______________________________ DOLLARS

How would you write $5.00 in words on a check?

______________________________ DOLLARS

How would you write $5.22 in words on a check?

a. *five and 22/100* **DOLLARS**

b. *five dollars and 22/100* **DOLLARS**

c. *Five two two dollars and 22/100* **DOLLARS**

d. *five dollars and twenty two cents* **DOLLARS**

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2.4 Writing Amounts in Words on Checks

NOTES:

How would you write $5.06 in words on a check?

a. *five and 6/100* ______ DOLLARS
b. *five and 06/100* ______ DOLLARS
c. *six dollars and 05/100* ______ DOLLARS
d. *five and 6/100 dollars* ______ DOLLARS

Write these numbers in words WITH A FRACTION. You may use the Numbers and Words List (p. 2).

1. $6.50 ______ DOLLARS
2. $7.00 ______ DOLLARS
3. $8.05 ______ DOLLARS
4. $8.45 ______ DOLLARS
5. $9.33 ______ DOLLARS
6. $10.08 ______ DOLLARS
7. $100.00 ______ DOLLARS
8. $103. 20 ______ DOLLARS
9. $250.00 ______ DOLLARS
10. $406.01 ______ DOLLARS

Answers can be found in the Answer Key on page 17.

NOTES:

5. Changing Amounts in Words to Numbers

- Money amounts written in words can be written in numbers.
- You must use a **decimal point** and the **dollar sign**.

Sometimes you will need to change amounts written in words to numbers. For example, suppose you see words saying "two hundred and 55/100 dollars."

1. Find the word "two" on the Numbers and Words List. Write the number "2."
2. Find the number "100". Ignore the "1" and write "00"
3. Write a decimal point for "and."
4. Write the number "55" for the fraction "55/100".
5. Put in the dollar sign "$."
6. "Two hundred dollars and 55/100" should look like this: *$200.55*.

Choose the right amount in numbers:

Thirty-three and 06/100 DOLLARS

a. $.3306
b. $3.306
c. $33.06
d. $330.6

2.5 Changing Amount in Words to Numbers

NOTES:

Choose the right amount in numbers:

One hundred sixty-two and 14/100 **DOLLARS**

a. $.16214
b. $1.6214
c. $16.214
d. $162.14

Here is one example to show you how to change "twenty and 50/100" to numbers.

1. Find the word "twenty" on the Numbers and Words List. Write the number "20."
2. Add a decimal point for "and."
3. Change the fraction to a number "50."
4. Put in the dollar sign "$."
5. "Twenty and 50/100" should look like this: *$20.50*.

Changing money amounts from words to numbers is easy. You must remember the decimal point and the dollar sign. If you forget them, the numbers will not be money amounts.

✓ When you write amounts in numbers, you must put the decimal point in the right place. If you move the decimal point, you will *change* the amount. For example, "thirty dollars and 50/100". If you put the decimal point in the wrong place, you would have

$3.050	Wrong!
$305.0	Wrong!
$30.50	Right!

2.5 Changing Amount in Words to Numbers

Practice Exercise Part 3

Write these amounts in numbers. You *MUST* use a decimal point. You can use the Numbers and Words List (p. 2).

1. Twenty and 50/100 dollars $20.50
2. Twenty and 00/100 dollars ____________
3. Thirty and 08/100 dollars ____________
4. Fifty five and 25/100 dollars ____________
5. One hundred ten and 10/100 dollars ____________
6. One hundred five and 62/100 dollars ____________
7. Fourteen and 09/100 dollars ____________
8. Seven and 43/100 dollars ____________
9. Five hundred seventeen and 50/100 dollars ____________
10. Two hundred twenty seven and 00/100 dollars ______

Check your answers with the Answer Key on page 17.

NOTES:

NOTES:

6. Quick Review

How do you write “fifty and 00/100 dollars” in numbers?

How do you write $6.25 in words?

If you write money amounts in words, do you use a decimal point or “and”?

When you write an amount in numbers, why should you be careful to put the decimal point in the right place?

If you write a money amount in words, how do you write the cent amount?

NOTES:

7. On Your Own

Exercise A: Write these amounts in words.

1. $10.98 ______________________________ DOLLARS

2. $17.02 ______________________________ DOLLARS

3. $38.49______________________________ DOLLARS

4. $197.00 _____________________________ DOLLARS

5. $233.69 _____________________________ DOLLARS

Exercise B: Write these amounts in numbers.

1. Thirty four and 89/100 dollars ___________________

2. Sixty eight and 28/100 dollars ___________________

3. Ninety three and 00/100 dollars _________________

4. One hundred fifty and no/100 dollars _____________

5. Three hundred thirty nine and 05/100 dollars ______

Exercise C: On Your Own

1. When you are writing money amounts, how many numbers *must* come after the decimal point?

____

2. When you are writing money amounts, what number is *always* on the bottom of the fraction?

____

50

NOTES:

Answer Key

What will be taught in this lesson? (p. 1)

a. how to count money
b. how to put money in the bank
☞ c. writing money amounts
d. writing account numbers

How would you write $153 in words? (p. 5)

a. one fifteen three dollars
b. one fifty three dollars
c. one five hundred three dollars
☞ d. one hundred fifty three dollars

Practice Exercise Part 1 (p. 5)

1. $100.00 One hundred DOLLARS
2. $50.00 Fifty dollars
3. $255.00 Two hundred fifty five dollars
4. $367.00 Three hundred sixty seven dollars
5. $2.00 Two DOLLARS
6. $12.00 Twelve dollars
7. $22.00 Twenty-two dollars
8. $347.00 Three hundred forty-seven DOLLARS
9. $150.00 One hundred fifty dollars
10. $105.00 One hundred five DOLLARS

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Answer Key-Lesson 2

NOTES:

How do you write "forty five dollars" in numbers? (p. 7)

- a. $405
- ☞ b. $45
- c. $145
- d. $54

Practice Exercise Part 2 (p. 10)

How would you write $5.40 in words on a check?

Five and 40/100 DOLLARS

How would you write $5.00 in words on a check?

Five and 00/100 DOLLARS

How would you write $5.22 in words on a check? (p. 10)

- ☞ a. *five and 22/100* DOLLARS
- b. *five dollars and 22/100* DOLLARS
- c. *Five two two dollars and 22/100* DOLLARS
- d. *five dollars and twenty two cents* DOLLARS

How would you write $5.06 in words on a check? (p. 11)

- a. *five and 6/100* DOLLARS
- ☞ b. *five and 06/100* DOLLARS
- c. *six dollars and 05/100* DOLLARS
- d. *five and 6/100 dollars* DOLLARS

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Answer Key-Lesson 2

NOTES:

Write these numbers in words with a fraction (p.11).

1. $6.50 Six and 50/100 DOLLARS
2. $7.00 Seven and no/100 DOLLARS
3. $8.05 Eight and 05/100 DOLLARS
4. $8.45 Eight and 45/100 DOLLARS
5. $9.33 Nine and 33/100 DOLLARS
6. $10.08 Ten and 08/100 DOLLARS
7. $100.00 One hundred and no/100 DOLLARS
8. $103. 20 One hundred three and 20/100 DOLLARS
9. $250.00 Two hundred fifty and 00/100 DOLLARS
10. $406.01 Four hundred six and 01/100 DOLLARS

Choose the right amount in numbers: (p. 12)

Thirty-three and 06/100 DOLLARS

a. $.3306
b. $3.306
☞ **c. $33.06**
d. $330.6

Choose the right amount in numbers: (p. 13)

One hundred sixty-two and 14/100 DOLLARS

a. $.16214
b. $1.6214
c. $16.214
☞ **d. $162.14**

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☑ Answer Key-Lesson 2

NOTES:

Practice Exercise Part 3 (p. 14)

1. Twenty and 50/100 dollars $20.50
2. Twenty and 00/100 dollars $20.00
3. Thirty and 08/100 dollars $30.08
4. Fifty five and 25/100 dollars $55.25
5. One hundred ten and 10/100 dollars $110.10
6. One hundred five and 62/100 dollars $105.62
7. Fourteen and 09/100 dollars $14.09
8. Seven and 43/100 dollars $7.43
9. Five hundred seventeen and 50/100 dollars $517.50
10. Two hundred twenty seven and 00/100 dollars $227.00

Quick Review (p. 15)

How do you write "fifty and 00/100 dollars" in numbers?

$50.00

How do you write $6.25 in words?

Six and 25/100 dollars

If you write money amounts in words, do you use the decimal or the "and"?

and

When you write an amount in numbers, why should you be careful to put the decimal in the right place?

If you put the decimal in the wrong place, the amount will be too big or too small

If you write a money amount in words, how do you write the cent amount?

Using a fraction

Answer Key-Lesson 2

On Your Own.
Exercise A (p. 16)

1. $10.98 Ten and 98/100 DOLLARS
2. $17.02 Seventeen and 02/100 DOLLARS
3. $38.49 Thirty-eight and 49/100 DOLLARS
4. $197.00 One hundred ninety-seven and 00/100 DOLLARS
5. $233.69 Two hundred thirty-three and 69/100 DOLLARS

Exercise B (p. 16)

1. Thirty four and 89/100 dollars $34.89
2. Sixty eight and 28/100 dollars $68.28
3. Ninety three and 00/100 dollars $93.00
4. One hundred fifty and no/100 dollars $150.00
5. Three hundred thirty nine and 05/100 dollars $339.05

Exercise C (p. 16)

1. When you are writing money amounts, how many numbers *must* come after the decimal point? 2

2. When you are writing money amounts, what number is *always* on the bottom of the fraction? 100

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NOTES:

How to Recognize and Read Bills

3. How to Recognize and Read Bills

Lessons on CD:

Pretest

1. What Is a Bill? 1
2. Is the Bill Addressed to You? 3
3. Who Sent the Bill ? 6
4. When is the Bill Due? 8
5. How Much Money is Due? 13
6. Quick Review 18
7. On Your Own 19

Answer Key 22

Vocabulary from this Lesson:

Account
Amount
Billing Date
Bills
Checks
Credit
Credit limit
Credit rating
Due
Due date
Due upon receipt
Fee
Forms
Goods
Increase
Interest
Minimum payment
Payment

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Pretest 3
How to Recognize and Read Bills

Pass *Review*

1. What is a Bill?

☐ ☐ What is a bill?

2. Is the Bill Addressed to You?

☐ ☐ You get the mail. What should you do?

A. Open all the letters and bills.

B. Look at the envelope to be sure it is for you.

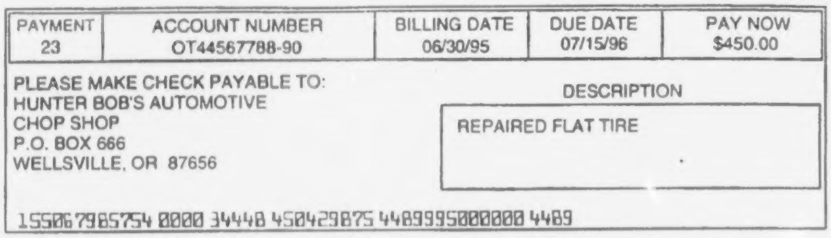
C. Make 2 piles. One pile is for bills and the other pile is for letters.

☐ ☐ The mail carrier gives you your neighbor's mail by mistake. What should you do?

Pass ☐ *Review* ☐

3. Who Sent the Bill?

See two bills below. Circle who sent the bill.



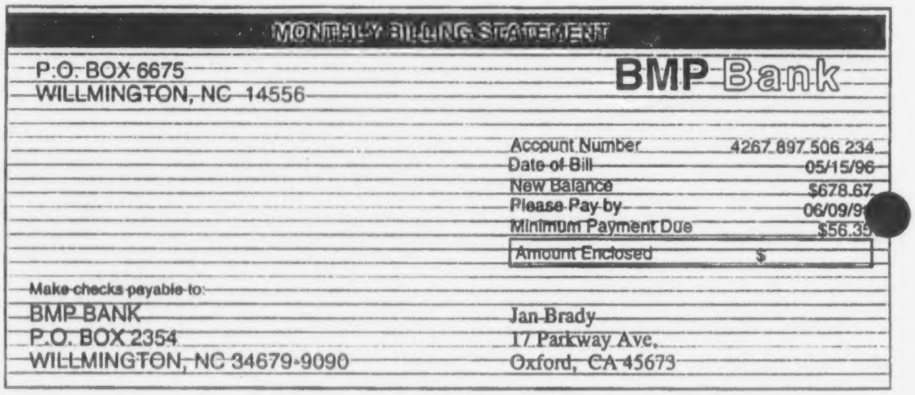
PAYMENT	ACCOUNT NUMBER	BILLING DATE	DUE DATE	PAY NOW
23	OT44567788-90	06/30/95	07/15/96	$450.00

PLEASE MAKE CHECK PAYABLE TO:
HUNTER BOB'S AUTOMOTIVE
CHOP SHOP
P.O. BOX 666
WELLSVILLE, OR 87656

DESCRIPTION

REPAIRED FLAT TIRE

15506 7985754 0000 34448 450429875 4489995000000 4489



MONTHLY BILLING STATEMENT

P.O. BOX 6675
WILLMINGTON, NC 14556

BMP Bank

Account Number	4267 897 506 234
Date of Bill	05/15/96
New Balance	$678.67
Please Pay by	06/09/9
Minimum Payment Due	$56.35
Amount Enclosed	$

Make checks payable to:
BMP BANK
P.O. BOX 2354
WILLMINGTON, NC 34679-9090

Jan Brady
17 Parkway Ave.
Oxford, CA 45673

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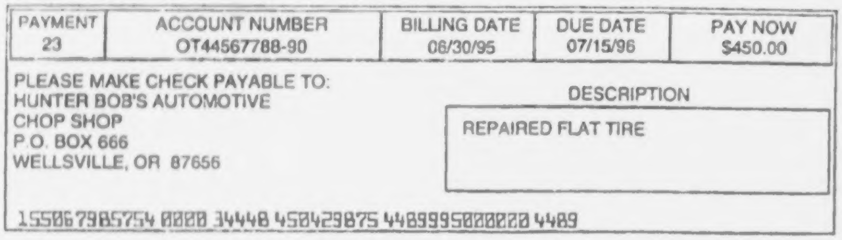
Pass	*Review*
☐	☐

4. When is the Bill Due?

See two bills below. Circle the due date.



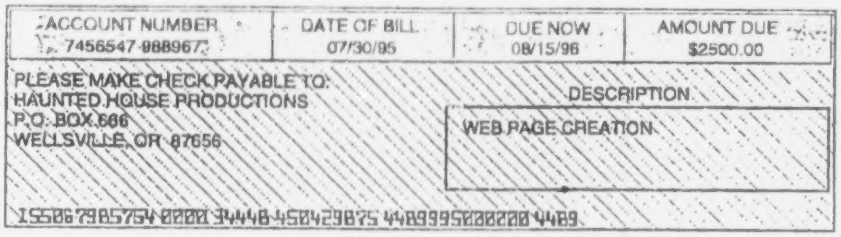
PAYMENT	ACCOUNT NUMBER	BILLING DATE	DUE DATE	PAY NOW
23	OT44567788-90	06/30/95	07/15/96	$450.00

PLEASE MAKE CHECK PAYABLE TO:
HUNTER BOB'S AUTOMOTIVE
CHOP SHOP
P.O. BOX 666
WELLSVILLE, OR 87656

DESCRIPTION

REPAIRED FLAT TIRE

155067985754 0000 34448 450429875 4489995000020 4489



ACCOUNT NUMBER	DATE OF BILL	DUE NOW	AMOUNT DUE
7456547-988967	07/30/95	08/15/96	$2500.00

PLEASE MAKE CHECK PAYABLE TO:
HAUNTED HOUSE PRODUCTIONS
P.O. BOX 666
WELLSVILLE, OR 87656

DESCRIPTION

WEB PAGE CREATION

155067985754 0000 34448 450429875 4489995000200 4489

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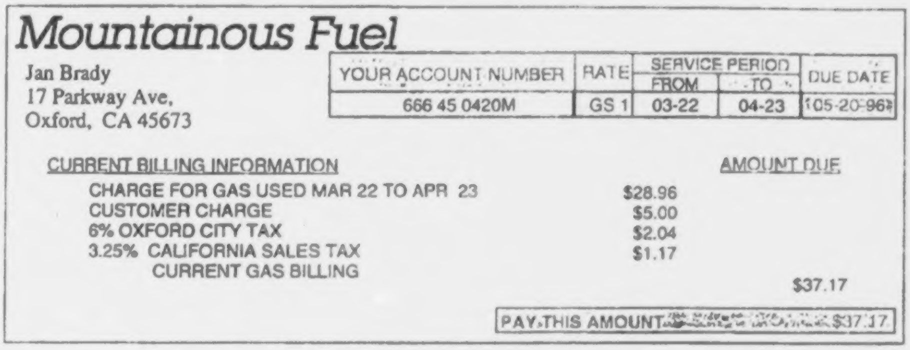
Pass ☐ *Review* ☐

5. How Much Money is Due?

See two bills below. Circle the amount due.



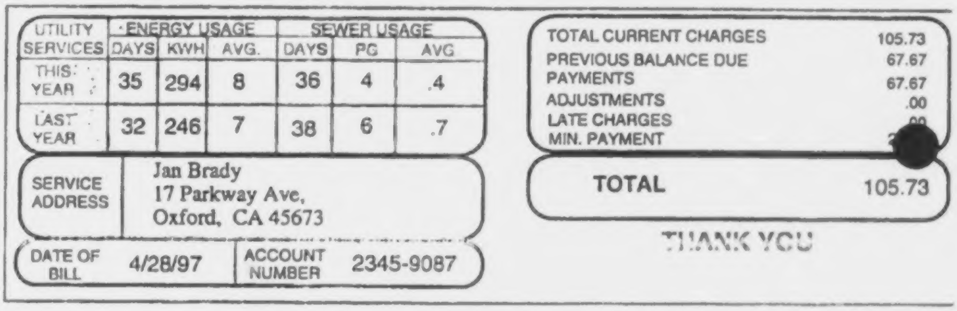
Mountainous Fuel

Jan Brady
17 Parkway Ave,
Oxford, CA 45673

YOUR ACCOUNT NUMBER	RATE	SERVICE PERIOD FROM	SERVICE PERIOD TO	DUE DATE
666 45 0420M	GS 1	03-22	04-23	05-20-96

CURRENT BILLING INFORMATION		AMOUNT DUE
CHARGE FOR GAS USED MAR 22 TO APR 23	$28.96	
CUSTOMER CHARGE	$5.00	
6% OXFORD CITY TAX	$2.04	
3.25% CALIFORNIA SALES TAX	$1.17	
CURRENT GAS BILLING		$37.17

PAY THIS AMOUNT [illegible] $37.17



UTILITY SERVICES	ENERGY USAGE DAYS	ENERGY USAGE KWH	ENERGY USAGE AVG.	SEWER USAGE DAYS	SEWER USAGE PG	SEWER USAGE AVG
THIS YEAR	35	294	8	36	4	.4
LAST YEAR	32	246	7	38	6	.7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave,
Oxford, CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	105.73
PREVIOUS BALANCE DUE	67.67
PAYMENTS	67.67
ADJUSTMENTS	.00
LATE CHARGES	.00
MIN. PAYMENT	2[illegible]
TOTAL	105.73

THANK YOU

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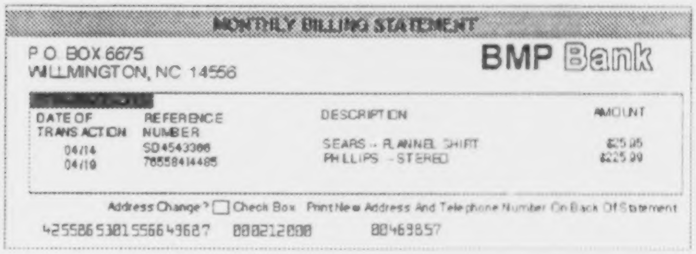
1. What Is a Bill?

- A bill is a list from someone else telling you how much you owe.
- A bill asks you for payment.

A **bill** is a **form** you get from a business. A bill tells you how much money the business thinks you owe them. You pay them the money listed in the bill. Here are several examples of bills.

Example #1: A bill can show the cost of something you bought, like clothing or food. Clothing and food are sometimes called **goods**.



MONTHLY BILLING STATEMENT

P.O. BOX 6675
WILLMINGTON, NC 14556

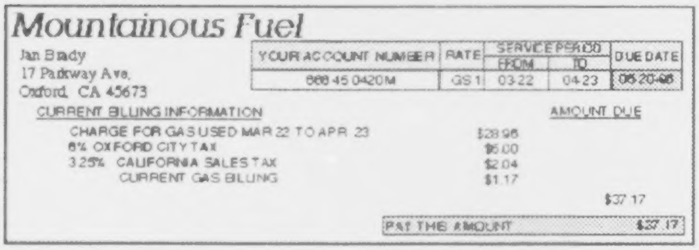
BMP Bank

DATE OF TRANSACTION	REFERENCE NUMBER	DESCRIPTION	AMOUNT
04/14	SD4543366	SEARS -- FLANNEL SHIRT	$25.95
04/19	76558414485	PHILLIPS -- STEREO	$225.99

Address Change? ☐ Check Box Print New Address And Telephone Number On Back Of Statement

42558653015566 49687 000212000 00469857

Example #2: A bill might show the cost of services you received, like the electricity or gas for heating your home.



Mountainous Fuel

Jan Brady
17 Parkway Ave.
Oxford, CA 45673

YOUR ACCOUNT NUMBER	RATE	SERVICE PERIOD		DUE DATE
		FROM	TO	
888 45 0420M	GS 1	03-22	04-23	05-20-96

CURRENT BILLING INFORMATION

		AMOUNT DUE
CHARGE FOR GAS USED MAR 22 TO APR 23	$28.96	
6% OXFORD CITY TAX	$5.00	
3.25% CALIFORNIA SALES TAX	$2.04	
CURRENT GAS BILLING	$1.17	
		$37.17

PAY THE AMOUNT $37.17

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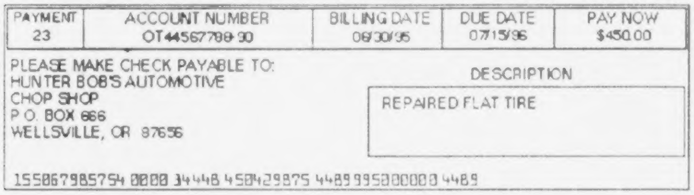
3.1 What is a Bill?

NOTES:

Example #3: A bill might show the cost of work someone did for you, like fixing your car.



PAYMENT	ACCOUNT NUMBER	BILLING DATE	DUE DATE	PAY NOW
23	OT44567788-30	06/30/95	07/15/96	$450.00

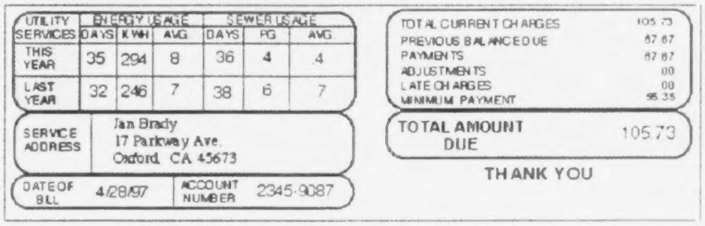
PLEASE MAKE CHECK PAYABLE TO:
HUNTER BOB'S AUTOMOTIVE
CHOP SHOP
P.O. BOX 666
WELLSVILLE, OR 87656

DESCRIPTION

REPAIRED FLAT TIRE

155867985754 0000 34448 450429875 4489995000000 4489

A bill tells you how much you owe. Also, a bill asks you for **payment**. A bill tells you to pay back what you owe. Below is a sample bill from the city offices:



UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG	DAYS	PG	AVG
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave.
Oxford, CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	105.73
PREVIOUS BALANCE DUE	67.67
PAYMENTS	67.67
ADJUSTMENTS	.00
LATE CHARGES	.00
MINIMUM PAYMENT	95.35
TOTAL AMOUNT DUE	105.73

THANK YOU

It tells you that you owe **$105.73** for electricity and garbage service for this month.

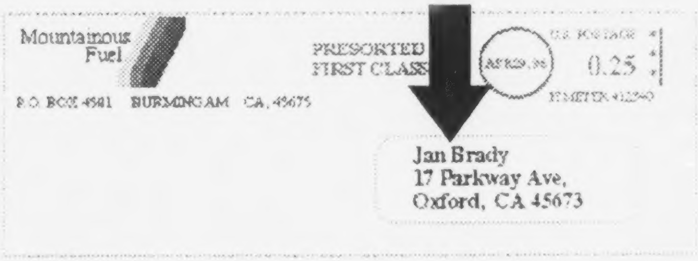
What is a bill?

- a. a paper showing what must be fixed on a car
- b. a list for groceries
- c. a list showing how much you owe for goods, services, or work
- d. all of the above

NOTES:

2. Is the Bill Addressed to You?

- When you get a bill in the mail, check the name and address on the envelope to make sure it is your name and address.


Mountainous Fuel
P.O. BOX 4581 BURMINGAM CA, 45675
PRESORTED FIRST CLASS
U.S. POSTAGE
0.25
Jan Brady
17 Parkway Ave,
Oxford, CA 45673

When you get a bill in the mail, check the name and address on the envelope. Why? You must make sure the letter is addressed to *you*. Sometimes mail is delivered to the *wrong* person. If a bill is really for someone else, you must not open the envelope. You give it back to the mail carrier. That way, it will be returned to the people who sent the bill. How would you get mail that is not yours? Maybe it belongs to your neighbor, but the post office gave it to you by mistake.

Some of the things in your mail are not bills. You also get advertisements from companies, letters, or magazines. What do you do? You simply put them in a separate pile and look at them later. Open them later to make sure they are not bills. After you have picked out the bills, open each one.

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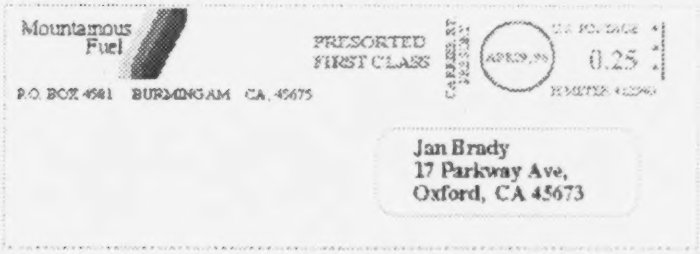
3.2

Is the Bill Addressed to You?

What should you do *first* when you get a bill in the mail?

a. pay the bill
b. look at the address and make sure it is yours
c. return the bill to the company that sent it
d. a. and c. above

Circle the envelopes that are addressed to Jan Brady.

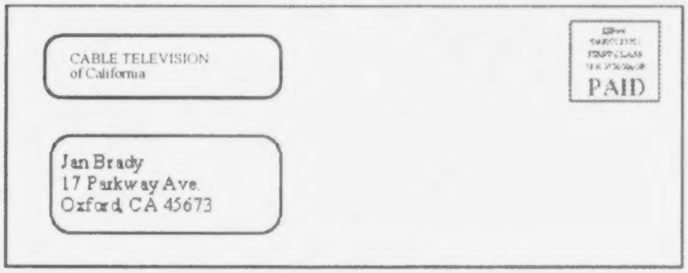


Mountainous Fuel
P.O. BOX 4561 BURMINGAM CA. 45675

PRESORTED
FIRST CLASS

0.25

Jan Brady
17 Parkway Ave,
Oxford, CA 45673



CABLE TELEVISION
of California

PAID

Jan Brady
17 Parkway Ave.
Oxford, CA 45673

NOTES:

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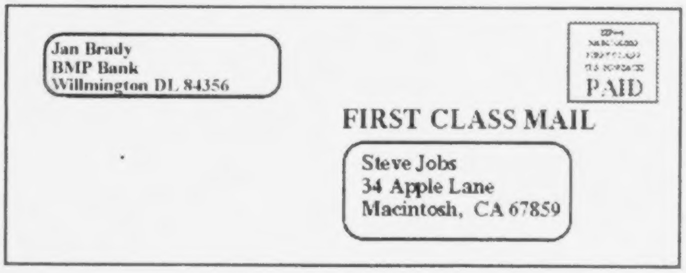
3.2 Is the Bill Addressed to You?

NOTES:

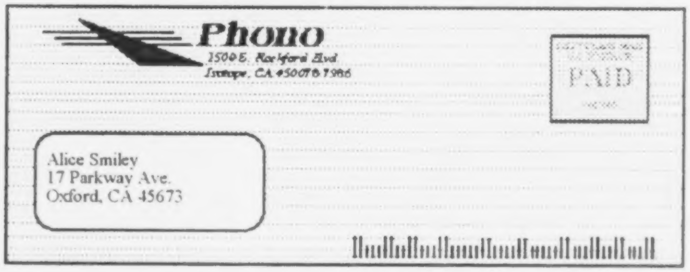


Jan Brady
BMP Bank
Willmington DL 84356

PAID

FIRST CLASS MAIL

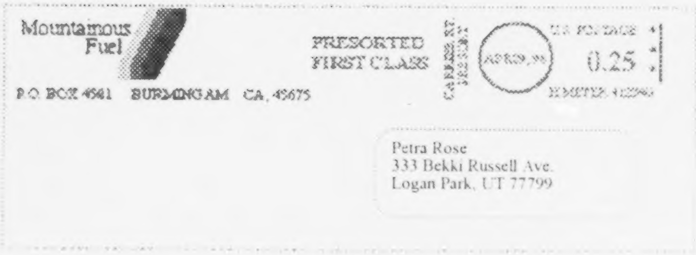
Steve Jobs
34 Apple Lane
Macintosh, CA 67859



Phono
1500 E. Rockford Blvd
[illegible], CA 450078 7986

PAID

Alice Smiley
17 Parkway Ave.
Oxford, CA 45673



Mountainous Fuel
P.O. BOX 4561 BURMINGAM CA, 45675

PRESORTED
FIRST CLASS

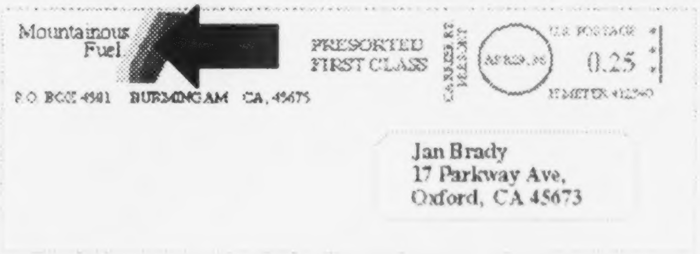
US POSTAGE
0.25

Petra Rose
333 Bekki Russell Ave.
Logan Park, UT 77799

3. Who Sent the Bill ?

- After you know the bill is yours, you need to see who it is from.

You have checked the name and address and you know that the bill is yours. Now what do you do? You need to see who the bill is from. You can find out by opening the envelope and looking at the bill. The name and address of the person or company sending the bill is sometimes printed on the top of the bill. The black arrow points to the company sending the bill.



Mountainous Fuel
P.O. BOX 4501 BURMINGAM CA, 45675

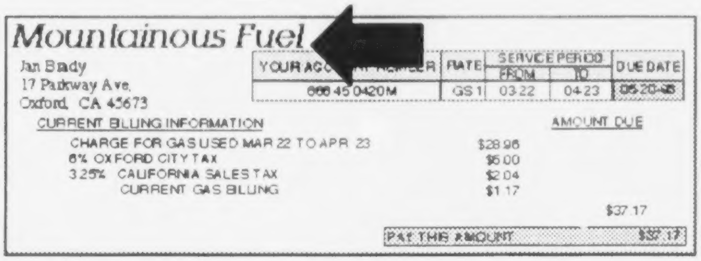
PRESORTED
FIRST CLASS

CARRIER RT
PRESORT

U.S. POSTAGE
0.25
PB METER [illegible]

Jan Brady
17 Parkway Ave,
Oxford, CA 45673

And the *bill* from the same business:



Mountainous Fuel

Jan Brady
17 Parkway Ave.
Oxford, CA 45673

YOUR ACC[illegible]ER	RATE	SERVICE PERIOD		DUE DATE
		FROM	TO	
666 45 0420M	GS1	03 22	04 23	05 20-[illegible]

CURRENT BILLING INFORMATION		AMOUNT DUE
CHARGE FOR GAS USED MAR 22 TO APR 23	$28.96	
6% OXFORD CITY TAX	$5.00	
3.25% CALIFORNIA SALES TAX	$2.04	
CURRENT GAS BILLING	$1.17	
		$37.17

PAY THIS AMOUNT $37.17

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3.3 Who Sent the Bill?

NOTES:

After you know the bill is yours, what should you do?

a. open the envelope
b. return it to the post office
c. look at the bill to see who it is from
d. a. and c.

4. When is the Bill Due?

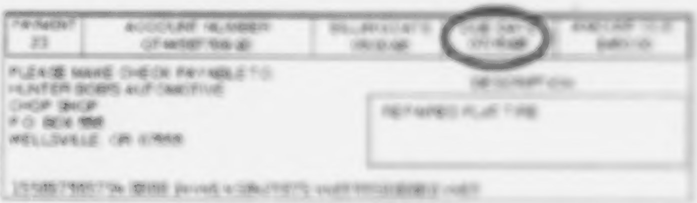
- Many different words tell you when the bill is due.
- Some bills do not tell you when the bill is due. You still must send in the payment as soon as you get the bill.

After you see who the bill is from, what should you do? You must look at the bill to find out when your payment is due. This is called the **due date**. **Due date** means the day that the company must get your payment. Words you look for are: **due date**, **date due**, and **please pay by**.

What words show when the bill is due?

a. **"services," "account number"**
b. **"balance," "payment**
c. **"requested amount," "goods," "total"**
d. **"date due," "due date," "please pay by"**

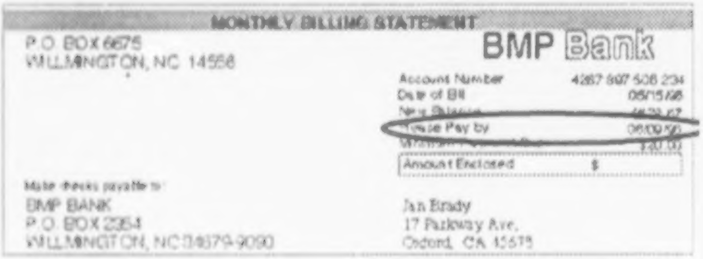
See this bill. Hunter Bob's Automotive must get the payment by **7/15/96.**



3.4 When is the Bill Due?

NOTES:

BMP Bank wants their payment by **6/9/96.**



MONTHLY BILLING STATEMENT

P.O. BOX 6675
WILLMINGTON, NC 14556

BMP Bank

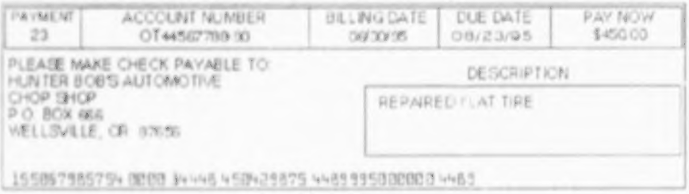
Account Number 4267 897 506 234
Date of Bill 05/15/96
New Balance [illegible]
Please Pay by 06/09/96
Minimum Payment Due $20.00

Amount Enclosed $

Make checks payable to:
BMP BANK
P.O. BOX 2354
WILLMINGTON, NC 34679-9090

Jan Brady
17 Parkway Ave.
Oxford, CA 45675

Circle the date the payment is due on these bills:

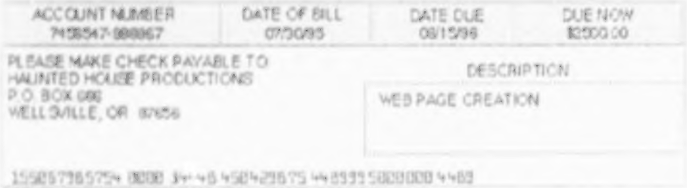


PAYMENT	ACCOUNT NUMBER	BILLING DATE	DUE DATE	PAY NOW
23	OT44567789 90	06/30/95	08/23/95	$450.00

PLEASE MAKE CHECK PAYABLE TO:
HUNTER BOB'S AUTOMOTIVE
CHOP SHOP
P.O. BOX 666
WELLSVILLE, OR 97656

DESCRIPTION
REPAIRED FLAT TIRE

15506798575 0000 34446 450429875 4489995000003 4463

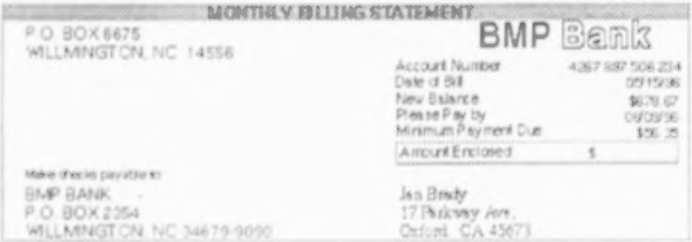


ACCOUNT NUMBER	DATE OF BILL	DATE DUE	DUE NOW
7458547-888867	07/30/95	08/15/96	$2500.00

PLEASE MAKE CHECK PAYABLE TO
HAUNTED HOUSE PRODUCTIONS
P.O. BOX 666
WELLSVILLE, OR 97656

DESCRIPTION
WEB PAGE CREATION

15505798575 0000 34446 450429875 4489995000000 4463



MONTHLY BILLING STATEMENT

P.O. BOX 6675
WILLMINGTON, NC 14556

BMP Bank

Account Number 4267 897 506 234
Date of Bill 05/15/96
New Balance $678.67
Please Pay by 06/09/96
Minimum Payment Due $56.35

Amount Enclosed $

Make checks payable to:
BMP BANK
P.O. BOX 2354
WILLMINGTON, NC 34679-9090

Jan Brady
17 Parkway Ave.
Oxford, CA 45673

3.4 When is the Bill Due?

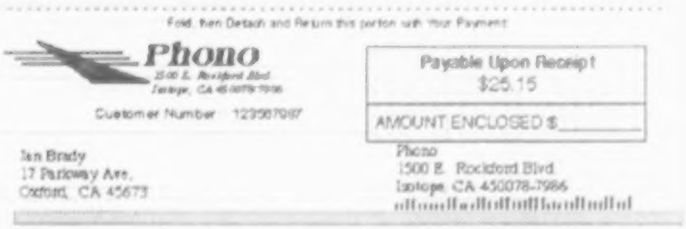
NOTES:

Caution:

The due date is *not* the date you must *mail* your payment. The due date is the date that the company must *get the payment from you*. Suppose you have a bill that is due on the 24th. You want to mail the payment. Can you put the check in the mail on the 24th? NO! You must put the payment in the mail *BEFORE* the 24th. You must put it in the mail early so that your payment will be *delivered* by the 24th.

Remember, the word for due date can be different, like **due date, date due, due by**. They mean the date the company or person must *get* your payment, not the date you must *mail* your payment.

Some bills are due as soon as you get them. The bill will say **"due upon receipt"** *or* the bill will **not** have a due date on it. That means when you get the bill, you must pay *right now*. For example, this is a bill that is due as soon as you get it:



Fold, then Detach and Return this portion with Your Payment

Phono
1500 E. Rockford Blvd
Isotope, CA 450078-7986

Customer Number 123567097

Payable Upon Receipt
$25.15

AMOUNT ENCLOSED $________

Ian Brady
17 Parkway Ave.
Oxford, CA 45673

Phono
1500 E. Rockford Blvd
Isotope, CA 450078-7986

3.4 When is the Bill Due?

NOTES:

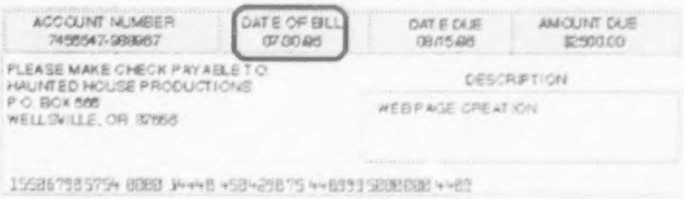
What does "due upon receipt" mean?

a. you do not need to pay the bill
b. pay the bill when you have time
c. the bill is due next week
d. pay the bill when you get it

What do I do when I cannot find a due date?

a. throw the bill away
b. pay the bill when you get it
c. give the bill to your mom
d. wait for the next bill

Some bills have a **"date of bill"** written on them. This is the date the company or person *sent* you the bill. For example, this bill was mailed on **7/30/95.**



ACCOUNT NUMBER	DATE OF BILL	DATE DUE	AMOUNT DUE
7456547-988967	07/30/95	08/15/95	$2500.00

PLEASE MAKE CHECK PAYABLE TO:
HAUNTED HOUSE PRODUCTIONS
P.O. BOX 566
WELLSVILLE, OR 97666

DESCRIPTION
WEBPAGE CREATION

The date of the bill is different from the due date. Notice the **due date** on this bill is 8/15.

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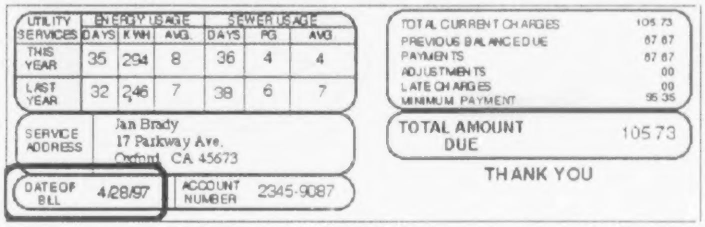
3.4 When is the Bill Due?

This bill was sent **4/28/97.**



UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG.	DAYS	PG	AVG
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	7

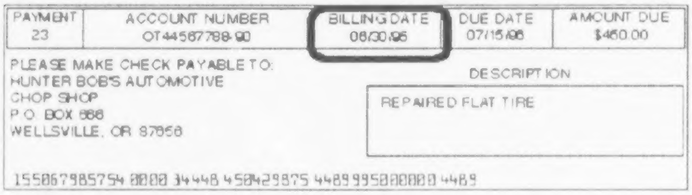
SERVICE ADDRESS
Jan Brady
17 Parkway Ave.
Oxford CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	105.73
PREVIOUS BALANCE DUE	87.87
PAYMENTS	87.87
ADJUSTMENTS	00
LATE CHARGES	00
MINIMUM PAYMENT	95.35
TOTAL AMOUNT DUE	105.73

THANK YOU

This bill was mailed **6/30/95.**



PAYMENT	ACCOUNT NUMBER	BILLING DATE	DUE DATE	AMOUNT DUE
23	OT44567788-90	06/30/95	07/15/95	$460.00

PLEASE MAKE CHECK PAYABLE TO:
HUNTER BOB'S AUTOMOTIVE
CHOP SHOP
P.O. BOX 888
WELLSVILLE, OR 87858

DESCRIPTION
REPAIRED FLAT TIRE

155067985754 0000 34448 450429875 448999500000 4469

What does "date of bill" mean?

a. **today's date**
b. **the date the bill is due**
c. **the date the company or person sent you the bill**
d. **the day you get the next bill**

Caution:

Why do you need to know when bills are due? If you pay bills late, you can get a **bad credit rating**. Stores know who has a bad credit rating. If you have bad credit, you cannot get a loan or use your credit cards. Be sure you look at the due date and pay bills on time!

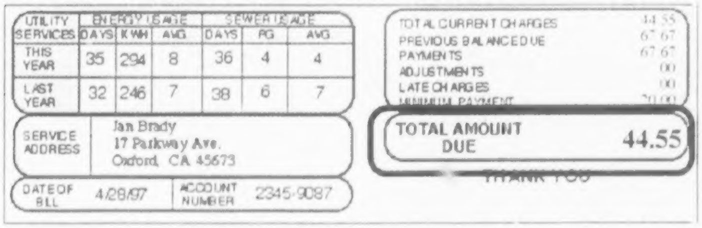
NOTES:

NOTES:

5. How Much Money is Due?

- Sometimes you must pay *all* of the bill.
- Sometimes you can pay part of the bill every month.

The bill tells you how much money you owe and how much you have to pay. *These can be very different!* How much money you owe is called the **amount** of the bill. It is sometimes called the **total amount** of the bill. Words that tell you the *total* amount of money you owe to the company or person billing you are: **total amount due**, and **total due**. For example, below is a bill showing the total or total amount:



UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG.	DAYS	PG	AVG
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave.
Oxford, CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	44.55
PREVIOUS BALANCE DUE	67.67
PAYMENTS	67.67
ADJUSTMENTS	.00
LATE CHARGES	.00
MINIMUM PAYMENT	20.00

TOTAL AMOUNT DUE 44.55

THANK YOU

$44.55 is what you owe for this bill.

Some companies will let you pay *part* of the total. It is sometimes called a **minimum payment**. Be careful. You will have to pay some on the bill again next month. *Also*, the company will charge you a **fee** or **interest** for only paying part of the bill. Words that tell you the minimum payment are: amount due, due now, please pay, and minimum payment.

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3.5

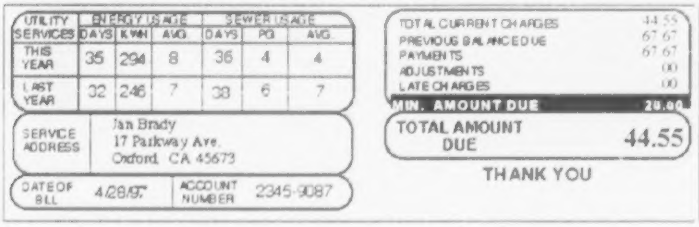
How Much Money Is Due?

NOTES:

What words tell you the minimum payment?

a. "date of bill," "late charges," "due now"
b. "balance," "utility services," "adjustments"
c. "amount due," "due now," "minimum payment"
d. "services," "goods"

Here are some sample bills. The least you can pay is in the black box on each one. Look at the way it is worded in each box.



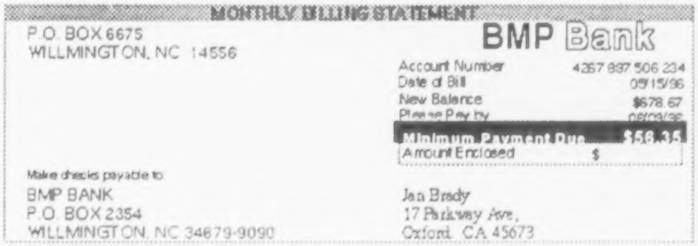
UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG	DAYS	PG	AVG
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave.
Oxford CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	44.55
PREVIOUS BALANCE DUE	67.67
PAYMENTS	67.67
ADJUSTMENTS	.00
LATE CHARGES	.00
MIN. AMOUNT DUE	**20.00**
TOTAL AMOUNT DUE	**44.55**

THANK YOU



MONTHLY BILLING STATEMENT

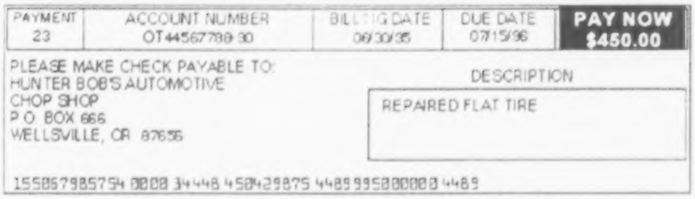
P.O. BOX 6675
WILLMINGTON, NC 14556

BMP Bank

Account Number	4267 897 506 234
Date of Bill	05/15/96
New Balance	$678.67
Please Pay by	06/09/96
Minimum Payment Due	**$56.35**
Amount Enclosed	$

Make checks payable to
BMP BANK
P.O. BOX 2354
WILLMINGTON, NC 34679-9090

Jan Brady
17 Parkway Ave.,
Oxford CA 45673



PAYMENT	ACCOUNT NUMBER	BILLING DATE	DUE DATE	**PAY NOW**
23	OT44567788 90	06/30/96	07/15/96	**$450.00**

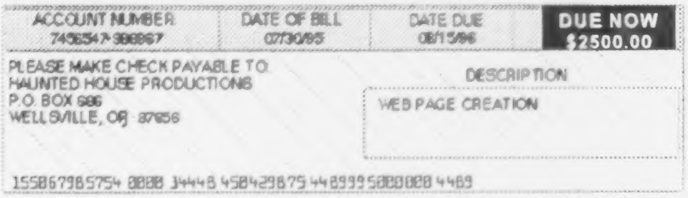
PLEASE MAKE CHECK PAYABLE TO:
HUNTER BOB'S AUTOMOTIVE
CHOP SHOP
P.O. BOX 666
WELLSVILLE, OR 87656

DESCRIPTION
REPAIRED FLAT TIRE

1558679857594 0000 34448 458429875 448995800000 4489

3.5 How Much Money Is Due?

NOTES:



ACCOUNT NUMBER	DATE OF BILL	DATE DUE	DUE NOW
7456547-988867	07/30/95	08/15/96	$2500.00

PLEASE MAKE CHECK PAYABLE TO:
HAUNTED HOUSE PRODUCTIONS
P.O. BOX 986
WELLSVILLE, OR 87856

DESCRIPTION

WEB PAGE CREATION

155867985754 0000 34448 458429875 448999 5000000 4469

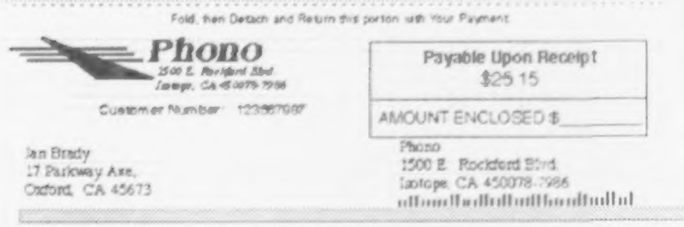
What does a bill tell you?

a. how much money you owe
b. the due date
c. amount due
d. all of the above

When you see the words "amount due," "total due," or "balance due" what does it mean?

a. the money amount you need to pay
b. the date you need to pay
c. the money that was already paid
d. all of the above

How much do you pay? ____________



Fold, then Detach and Return this portion with Your Payment

Phono
1500 E. Rockford Blvd
Isotope, CA 450078-7986

Customer Number: 123987987

Payable Upon Receipt
$25 15

AMOUNT ENCLOSED $________

Jan Brady
17 Parkway Ave.
Oxford, CA 45673

Phono
1500 E. Rockford Blvd
Isotope, CA 450078-7986

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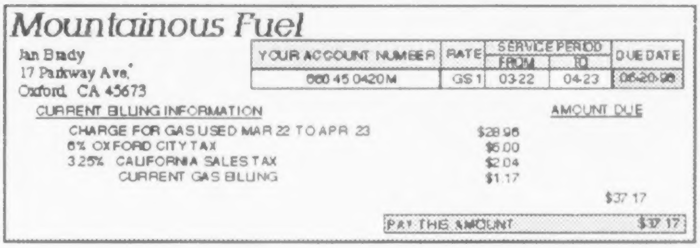
3.5 How Much Money Is Due?

NOTES:

How much do you need to pay now?



Mountainous Fuel

Jan Brady
17 Parkway Ave.
Oxford, CA 45673

YOUR ACCOUNT NUMBER	RATE	SERVICE PERIOD FROM	SERVICE PERIOD TO	DUE DATE
660 45 0420M	GS 1	03-22	04-23	06-20-98

CURRENT BILLING INFORMATION		AMOUNT DUE
CHARGE FOR GAS USED MAR 22 TO APR 23	$28.96	
6% OXFORD CITY TAX	$5.00	
3.25% CALIFORNIA SALES TAX	$2.04	
CURRENT GAS BILLING	$1.17	
		$37.17
PAY THIS AMOUNT		$37.17

a. $520.96
b. $37.17
c. $28.96
d. none of the above

How do you know?

a. it is in the box
b. it is the Total Amount Due
c. it is the largest amount
d. all of the above

3.5 How Much Money Is Due?

NOTES:

Caution:

If you do not pay the full amount of the bill, you will still owe the person or company. The company will bill you the next month for the money you still owe plus interest. If you buy more things the new amount will *add* to the old amount. Your total will **increase**. If you only pay the minimum due, you will still owe the company. Every time you buy more things, it will be added to the old amount, *and* the minimum due will increase! If you buy too much, you may reach your **credit limit**. Then the person or company will tell you that you cannot buy anymore *until you have paid what you owe.* You should keep a record of your bills in your budget. Then you will know when you have money you can spend and when you do not.

✓ It is very important that you do not send cash money when you pay your bills. Anyone can open the envelope and steal the money. Then the person or company will think you have not paid your bill. You have no way to prove you paid the bill. Use a **check** to pay your bills. You will learn how to write checks in the future lesson.

NOTES:

6. Quick Review

What is a bill?

What does the "amount due" mean?

What does the "due date" mean?

What does the word "total" mean?

NOTES:

7. On Your Own

Practice Exercise A

1. What does minimum payment mean?

____

____

2. What does due upon receipt mean?

____

____

3. When you get the mail, what should you do first?

____

____

4. If you cannot find the due date, what should you do?

____

____

Check your answers in the Answer Key at the end of Lesson 3.

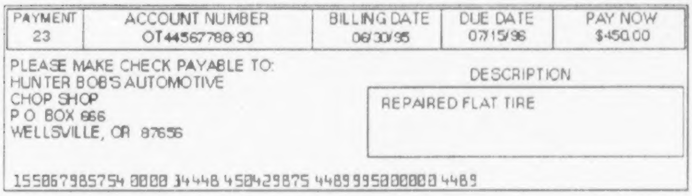
3.7 On Your Own

NOTES:

Practice Exercise B

Here are two bills. For each bill:

1. Circle the DUE DATE.
2. Circle the AMOUNT you must pay.



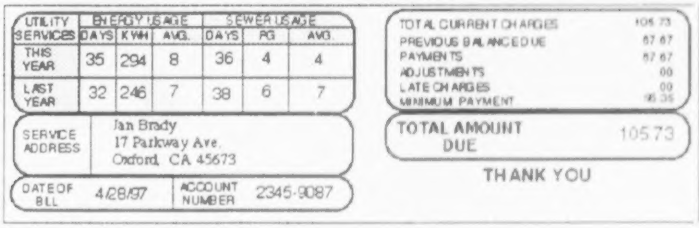
PAYMENT	ACCOUNT NUMBER	BILLING DATE	DUE DATE	PAY NOW
23	OT44567788-90	06/30/95	07/15/96	$450.00

PLEASE MAKE CHECK PAYABLE TO:
HUNTER BOB'S AUTOMOTIVE
CHOP SHOP
P O BOX 666
WELLSVILLE, OR 87656

DESCRIPTION

REPAIRED FLAT TIRE

15506798575 4 0000 34448 450429875 4489 995000000 4489



UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG.	DAYS	PG	AVG.
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave.
Oxford, CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	105 73
PREVIOUS BALANCE DUE	67 67
PAYMENTS	67 67
ADJUSTMENTS	00
LATE CHARGES	00
MINIMUM PAYMENT	[illegible]

TOTAL AMOUNT DUE 105.73

THANK YOU

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3.7 On Your Own

NOTES:

Practice Exercise C: On Your Own

What are the 5 parts of paying a bill?

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________

Answer Key

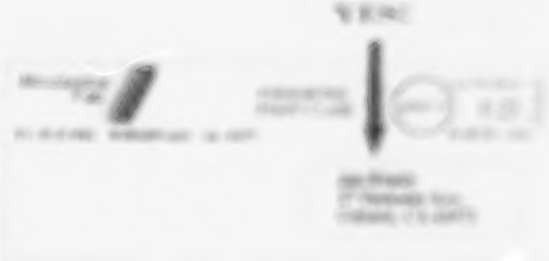
What is a bill? (p. 2)

a. a paper showing what must be fixed on a car
b. a list for groceries
» c. a list showing how much you owe for goods, services, or work
d. all of the above

What should you do *first* when you get a bill in the mail? (p. 4)

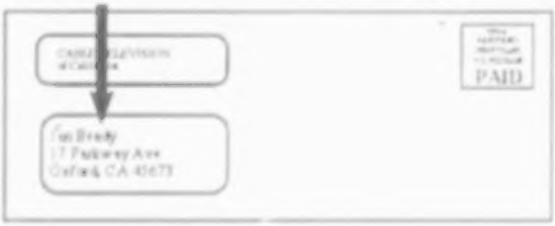
a. pay the bill
» b. look at the address and make sure it is yours
c. return the bill to the company that sent it
d. a. and c. above

Circle the envelopes that are addressed to Jan Brady. (p. 4)

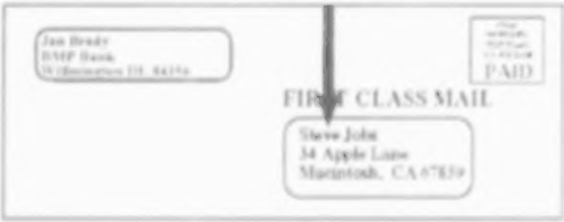


Answer Key-Lesson 3

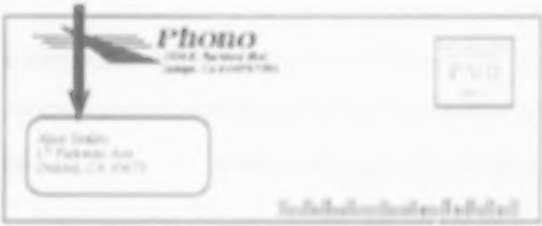
YES!


PAID
17 Parkway Ave
Oxford, CA

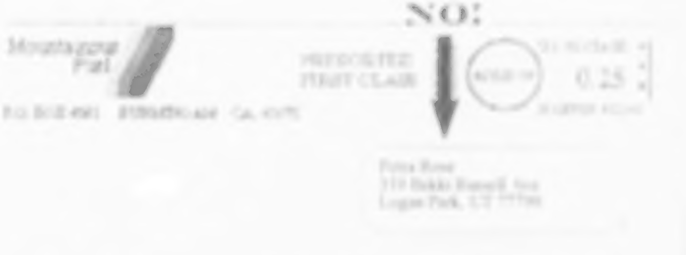
NO!


Jan Brady
BMP Bank
PAID
FIRST CLASS MAIL
Steve John
34 Apple Lane
Macintosh, CA

NO!



NO!


PRESORTED
FIRST CLASS
0.25

NOTES:

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☑ Answer Key-Lesson 3

NOTES:

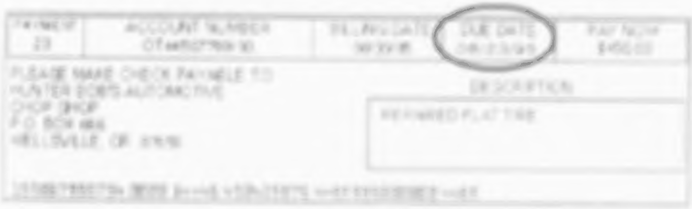
After you know the bill is yours, what should you do? (p. 7)

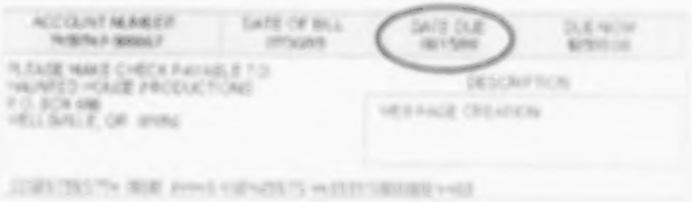
a. open the envelope
b. return it to the post office
c. look at the bill to see who it is from
☞ d. a. and c.

What words show when the bill is due? (p. 8)

a. "services," "account number"
b. "balance," "payment
c. "requested amount," "goods," "total"
☞ d. "date due," "due date," "please pay by"

Circle the date the payment is due on these bills: (p. 9)





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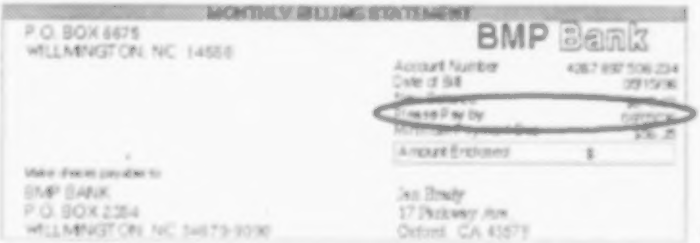
✓ Answer Key-Lesson 3

NOTES:



MONTHLY BILLING STATEMENT

BMP Bank

Account Number
Date of Bill
Please Pay by
Amount Enclosed $

Make checks payable to
BMP BANK

What does “due upon receipt” mean? (p. 11)

a. you do not need to pay the bill
b. pay the bill when you have time
c. the bill is due next week
☞ d. pay the bill when you get it

What do I do when I cannot find a due date? (p. 11)

a. throw the bill away
☞ b. pay the bill when you get it
c. give the bill to your mom
d. wait for the next bill

BEST COPY AVAILABLE

✓ Answer Key-Lesson 3

NOTES:

What does “date of bill” mean? (p. 12)

a. today’s date
b. the date the bill is due
☞ c. the date the company or person sent you the bill
d. the day you get the next bill

What words tell you the minimum payment? (p. 14)

a. “date of bill,” “late charges,” “due now”
b. “balance,” “utility services,” “adjustments”
☞ c. “amount due,” “due now,” “minimum payment”
d. “services,” “goods”

What does a bill tell you? (p. 15)

a. how much money you owe
b. the due date
c. amount due
☞ d. all of the above

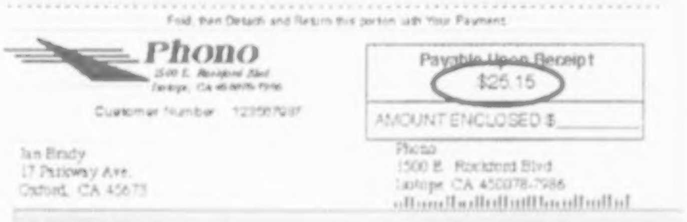
☑ Answer Key-Lesson 3

NOTES:

When you see the words "amount due," "total due," or "balance due" what does it mean? (p. 15)

☞ a. the money amount you need to pay
b. the date you need to pay
c. the money that was already paid
d. all of the above

How much do you pay? __$25.15__ (p. 15)



Fold, then Detach and Return this portion with Your Payment

Phono

Customer Number

Payable Upon Receipt
$25.15

AMOUNT ENCLOSED $______

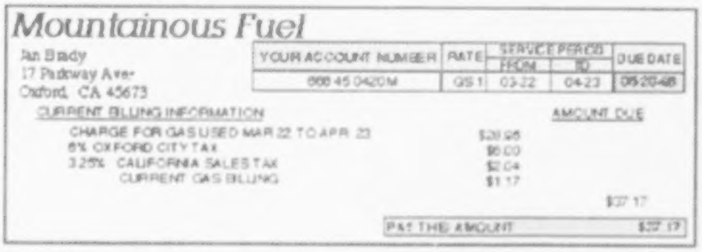
Jan Brady
17 Parkway Ave.
Oxford, CA 45673

Phono
1500 E. Rockford Blvd
Isotope CA 450078-7986

Answer Key-Lesson 3

NOTES:

How much do you need to pay now? (p. 16)



Mountainous Fuel

Jan Brady
17 Parkway Ave
Oxford, CA 45673

YOUR ACCOUNT NUMBER	RATE	SERVICE PERIOD FROM	SERVICE PERIOD TO	DUE DATE
888 45 0420M	GS 1	03-22	04-23	[illegible]

CURRENT BILLING INFORMATION — AMOUNT DUE

CHARGE FOR GAS USED MAR 22 TO APR 23	$28.96	
6% OXFORD CITY TAX	$6.00	
3.25% CALIFORNIA SALES TAX	$2.04	
CURRENT GAS BILLING	$1.17	
		$37.17

PAY THIS AMOUNT $37.17

a. $520.96 c. $28.96

☞ b. $37.17 d. none of the above

How do you know? (p. 16)

a. it is in the box c. it is the largest amount

☞ b. it is the Total Amount Due d. all of the above

Quick Review (p. 18)

What is a bill?
A bill lists what a business thinks you owe them.

What does the "amount due" mean?
Amount due means what you must pay now.

What does the "due date" mean?
Due date is the date the business must get your payment for the bill.

What does the word "total" mean?
Total means the amount you owe the company. It is also called the "bill amount".

Answer Key-Lesson 3

NOTES:

On Your Own

Practice Exercise A (p. 19)

1. What does minimum payment mean?
   A minimum payment is the smallest amount of a bill you can pay. It means next month you will have to make another payment. You will be charged a fee or interest to make a minimum payment.

2. What does due upon receipt mean?
   Due upon receipt menas you must pay the bill as soon as you get it.

3. When you get the mail, what should you do first?
   You should look at the envelope to make sure the mail is for you. You should look at the name and address on the envelope.

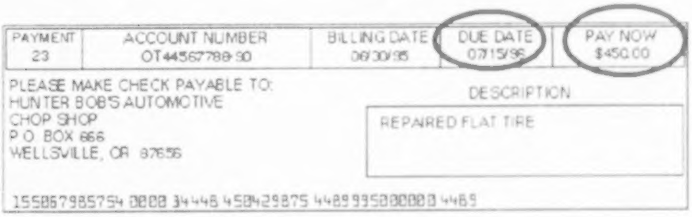
4. If you cannot find the due date, what should you do?
   You should pay the bill when you get it.

Answer Key-Lesson 3

Practice Exercise B (p. 20)

Here are two bills. For each bill:

1. Circle the DUE DATE.
2. Circle the AMOUNT you must pay.



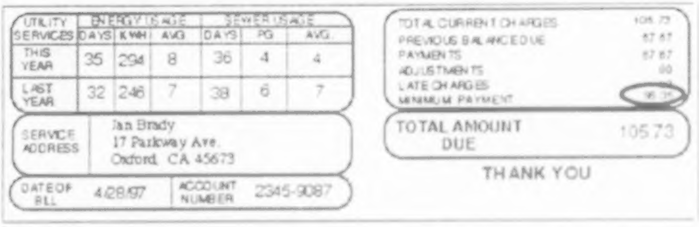
PAYMENT	ACCOUNT NUMBER	BILLING DATE	DUE DATE	PAY NOW
23	OT44567788-90	06/30/96	07/15/96	$450.00

PLEASE MAKE CHECK PAYABLE TO:
HUNTER BOB'S AUTOMOTIVE
CHOP SHOP
P.O. BOX 666
WELLSVILLE, OR 87656

DESCRIPTION

REPAIRED FLAT TIRE

155867985754 0000 34446 458429875 4489995000000 4465



UTILITY SERVICES	ENERGY USAGE			SEWER USAGE		
	DAYS	KWH	AVG	DAYS	PG	AVG.
THIS YEAR	35	294	8	36	4	4
LAST YEAR	32	246	7	38	6	7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave.
Oxford, CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	105 73
PREVIOUS BALANCE DUE	67 67
PAYMENTS	67 67
ADJUSTMENTS	.00
LATE CHARGES	[illegible]
MINIMUM PAYMENT	96 35

TOTAL AMOUNT DUE 105 73

THANK YOU

Note: This bill is due as soon as you get it. There is no due date listed on the bill.

NOTES:

☑ Answer Key-Lesson 3

Practice Exercise C: On Your Own (p. 21)

What are the 5 parts of paying a bill?

1. Check the envelope to make sure the bill is yours.
2. Open the envelope and find out who sent the bill.
3. Look at the due date of each bill.
4. Look at the amount due of each bill.
5. Send in your payment using checks, not cash money.

NOTES:

Cumulative Review 1
Lessons 1-3

Pass *Review*

1. Reading Money Amounts

☐ ☐ There are two money amounts below. Write the dollar amount. How many dollars are there?

$17.30 ________________ $45.10 ________________

☐ ☐ There are two money amounts below. Write down the cent amount. How many cents are there?

$100.01 ________________ $5.77 ________________

☐ ☐ Money amounts have decimal points. Why?

____

____

☐ ☐ You want to write a check for $8.95. When you write $8.95 in words on a check, how do you write the cent amount?
Circle the one you write.

decimal point	fraction
.95	95/100

☐ ☐ Sign these money amounts to your teacher.

- $2.00
- $36.01
- $355.25
- thirteen and 00/100 dollars
- seventy and 09/100 dollars
- four hundred seven and 40/10 dollars

Pass *Review*

2. Writing Money Amounts

☐ ☐

Write the money amounts in words.

1. $300.00 ______________________________

2. $90.00 ______________________________

3. $105.00 ______________________________

☐ ☐

Write the money amounts in words with a fraction.

1. $4.50 ______________________________

2. $68.03 ______________________________

3. $508.00 ______________________________

☐ ☐

Write the money amounts in numbers.

1. Seventeen and 25/100 dollars ____________________

2. Eighty eight and 70/100 dollars ____________________

3. Five hundred forty and 00/100 dollars ____________________

Pass	*Review*
☐	☐

3. How to Recognize and Read Bills

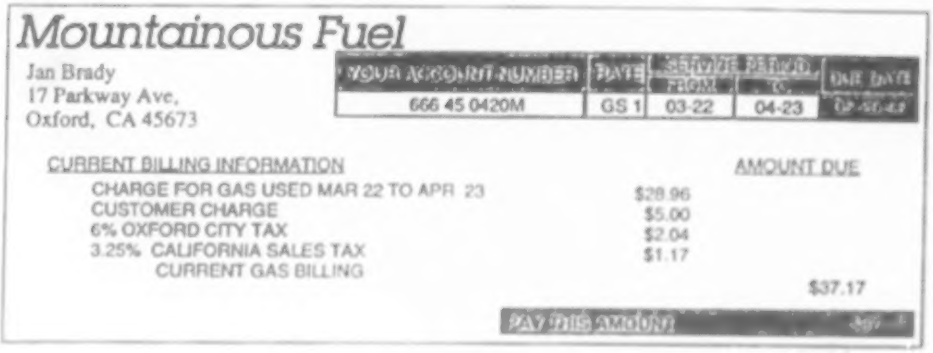
Here are two bills. Answer the questions for each bill.

Bill # 1:

Who sent the bill? ______________________________

What is the due date? ___________________________

What is the amount due? _________________________



Mountainous Fuel

Jan Brady
17 Parkway Ave,
Oxford, CA 45673

YOUR ACCOUNT NUMBER	RATE	SERVICE PERIOD		DUE DATE
		FROM	TO	
666 45 0420M	GS 1	03-22	04-23	[illegible]

CURRENT BILLING INFORMATION		AMOUNT DUE
CHARGE FOR GAS USED MAR 22 TO APR 23	$28.96	
CUSTOMER CHARGE	$5.00	
6% OXFORD CITY TAX	$2.04	
3.25% CALIFORNIA SALES TAX	$1.17	
CURRENT GAS BILLING		$37.17
PAY THIS AMOUNT		[illegible]

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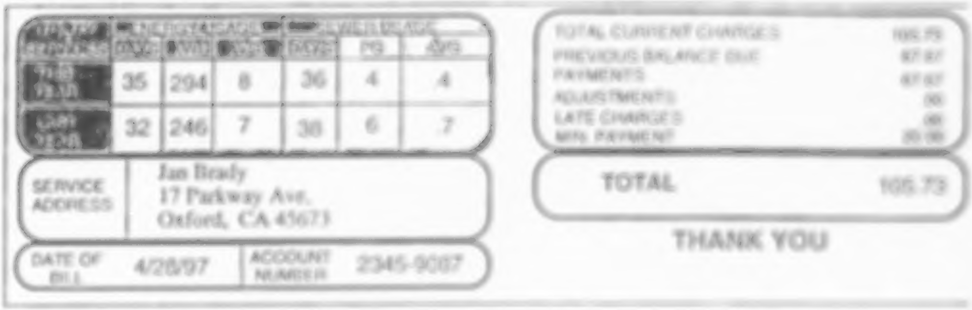
Pass	Review
☐	☐

Bill #2:

Who sent the bill? ______________________________

What is the due date? ______________________________

What is the amount due? ______________________________



[illegible]	ENERGY USAGE			SEWER USAGE		
[illegible]	DAYS	KWH	[illegible]	DAYS	PG	AVG
THIS YEAR	35	294	8	36	4	.4
LAST YEAR	32	246	7	38	6	.7

SERVICE ADDRESS
Jan Brady
17 Parkway Ave.
Oxford, CA 45673

DATE OF BILL 4/28/97
ACCOUNT NUMBER 2345-9087

TOTAL CURRENT CHARGES	105.73
PREVIOUS BALANCE DUE	87.87
PAYMENTS	87.87
ADJUSTMENTS	.00
LATE CHARGES	.00
MIN. PAYMENT	20.00
TOTAL	105.73

THANK YOU

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4. The Bank

Lessons on CD:

Pretest

1. What is a Bank? 1
2. What Do You Need at the Bank? 6
3. The Bank Teller 10
4. Quick Review 13
5. On Your Own 15
Answer Key 18

Vocabulary from this Lesson:

Account
Account Number
Bank
Bankbook
Bankslip
Bank statements
Branch Bank
Cash Checks
Check
Check Register
Customer
ID card with Picture
Information Counter
Loan
Mother's Maiden Name
Password
Services
Signature
Teller
Transaction
Traveler's Check

Pretest 4
The Bank

Pass *Review*

1. What is a Bank?

☐ ☐ Write what these words mean.

Bank: ______________________________

Customer: ______________________________

Account: ______________________________

Bankbook: ______________________________

Bankslip: ______________________________

Teller: ______________________________

☐ ☐ List three things you can do at a bank.

1. ______________________________
2. ______________________________
3. ______________________________

2. What Do You Need at the Bank?

☐ ☐ List three things you need when you go to a bank.

1. ______________________________
2. ______________________________
3. ______________________________

Pass *Review*

☐ ☐

3. The Bank Teller

What can a bank teller do to help you?

1. What is a Bank?

- A bank is a place for you to keep your money. Most banks have branch banks.
- Your money is safe in a bank.
- Banks have many different services for their customers.
- When you put money in a bank, you are given an account.

A **bank** is a place where people keep their money. Most banks have a main office in a business area, and several smaller offices through the city.These are called **branch banks**. All branch banks have the same name as the main office. For example, you keep your money in Bank of America. Their main office is downtown. But you don't want to drive downtown. What do you do? You can go to one of their branches. They may have a branch at the mall, in a grocery store, or in a separate building. All the branches will be called Bank of America. If you keep your money in one of them, you can go to any of them for services.

4.1 What is a Bank?

NOTES:

What is a bank?

a. a place where money is made
b. a building George Washington lived in
c. a place to keep your money
d. none of the above

Keeping your money in a bank is safer than other places. If you keep your money in a jar, under a mattress, or in a drawer, it can be stolen or lost. In a bank, your money is protected and secure. Banks have safe places to put your money and lock it up. Banks also have security guards who act like "bank police". Plus, banks have hidden cameras. If there is a bank robbery, the camera will show the security guards who stole the money.

Why is it safer to keep your money in a bank?

a. because it will not be lost or stolen from a bank
b. because the bank needs your money
c. it is not safer in a bank
d. because you can get your money easier

Banks offer many **services**. You can cash checks. Cashing a check means you use your checks to get money at your bank. For example, if you keep your money at the America's Bank, you can cash your paycheck there. You can get a **loan** from a bank to buy

100

4.1 What is a Bank?

a house or a car. If you plan to go on a trip, you can also get **traveler's checks** from a bank. When you put your money in a bank, cash a paycheck, or do anything at a bank, you are called a bank **customer**.

What can you do in the bank where you keep your money?

a. cash checks
b. cash your paycheck
c. keep your money there
d. all of the above

What services do banks have?

a. traveler's checks for customers
b. loans for customers
c. paychecks for customers
d. a. and b.

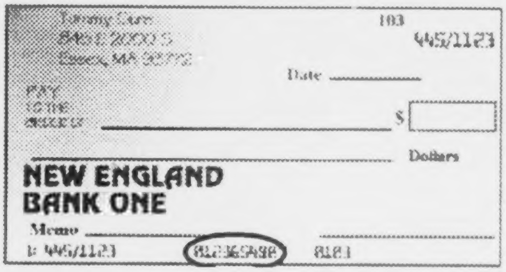
When you put money in the bank, you are given an **account**. This account has your money in it. Your account has a special number on it called an **account number**. This tells the bank which account is yours. Your account number is written on many different bank papers: **checks**, **bankbooks**, and **bank slips**. Below are samples of a check, a bankbook, and a bank slip with the account number circled.

NOTES:

4.1 What is a Bank?

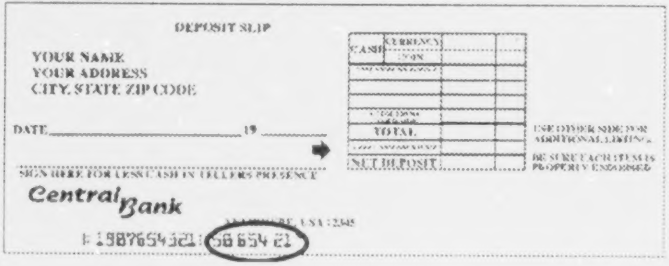
NOTES:

Check:



103
445/1123
Date
$
Dollars
NEW ENGLAND BANK ONE
Memo
445/1123 8123

Deposit Slip:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______ 19 ______

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

Central Bank

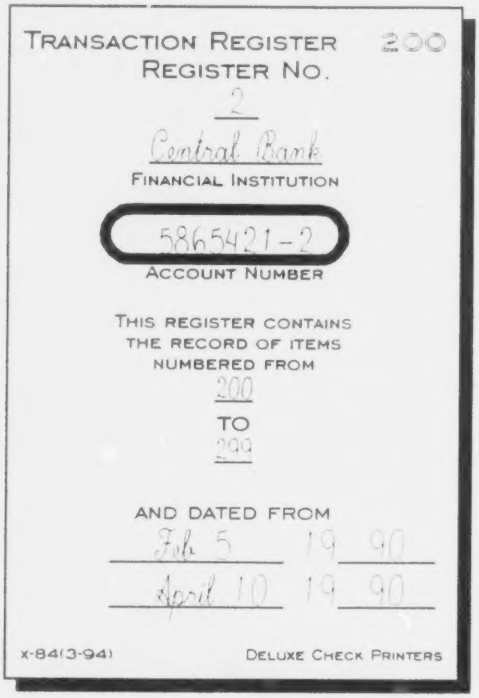
1987654321 58 654 21

CASH	CURRENCY		
	COIN		
TOTAL			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

Bankbook:



TRANSACTION REGISTER 200
REGISTER NO.
2
Central Bank
FINANCIAL INSTITUTION
5865421-2
ACCOUNT NUMBER

THIS REGISTER CONTAINS THE RECORD OF ITEMS NUMBERED FROM
200
TO
200

AND DATED FROM
Feb 5 19 90
April 10 19 90

X-84(3-94) DELUXE CHECK PRINTERS

BEST COPY AVAILABLE

4.1

What is a Bank?

NOTES:

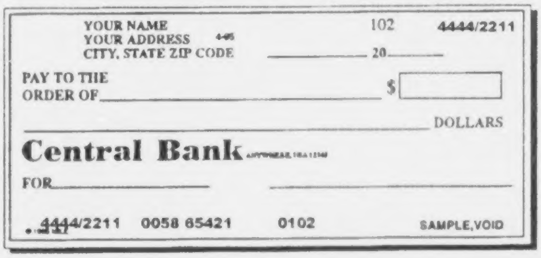
When you put money in the bank, where does it go?

a. under a matress
b. into your account
c. into the teller's pocket. The teller takes it home.
d. a. and b. above

What is an account number for?

a. to count how many customers the bank has
b. to keep a record of your money
c. to give loans to customers
d. a. and b.

Circle the **account number** on this check.



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102
4444/2211
________ 20____

PAY TO THE
ORDER OF________________ $☐

________________ DOLLARS

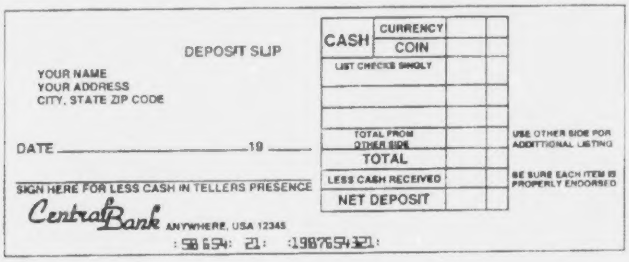
Central Bank

FOR________

4444/2211 0058 65421 0102

SAMPLE,VOID

Circle the **account number** on this deposit slip.



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

NOTES:

2. What Do You Need at the Bank?

- You will need an account at your bank.
- You will need identification.
- You will need bankslips for all your **transactions**.

Account

Before you can put money in the bank, you must open an account. Your account is where the bank keeps a record of your money. A bank teller can help you open an account. You must fill out a form and show the bank your identification.

Understand, account information is **private**. The bank teller can only give you information about *your* account, not someone else's. Tellers *cannot* give other people information about your account.

When you open an account, the bank will give you a bankbook. A bankbook is also called a **check register**. The register is for you to keep records of how much money you put in the bank or take out of the bank. For example, you put money in the bank. You write it in your register. Or if you take money out of the bank. You write it in your register. You will learn a lot about check registers in a later lesson.

4.2 What Do You Need at the Bank?

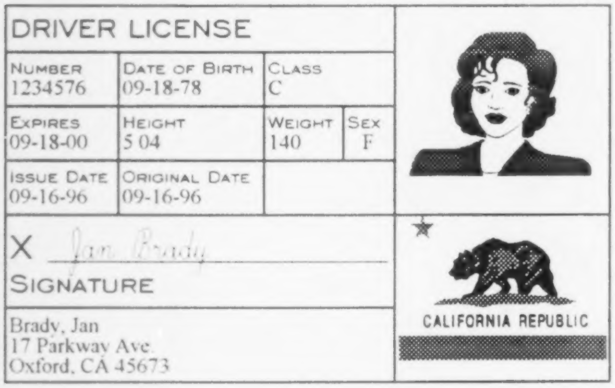
NOTES:

Why do you use a register?

a. to record the money in your account
b. record money you take out of the bank
c. record money you put in the bank
d. all of the above

ID Card

When you go to the bank, you need to bring an **ID card with your picture** and **signature**. That is how the bank **teller** knows who you are. Your signature should not be printed. When you write your name for a signature, you should use cursive writing. Your ID card can be your driver's license, bus pass, motor vehicle department card, or your student ID card.



DRIVER LICENSE

NUMBER 1234576	DATE OF BIRTH 09-18-78	CLASS C	
EXPIRES 09-18-00	HEIGHT 5 04	WEIGHT 140	SEX F
ISSUE DATE 09-16-96	ORIGINAL DATE 09-16-96		

X Jan Brady
SIGNATURE

Brady, Jan
17 Parkway Ave.
Oxford, CA 45673

CALIFORNIA REPUBLIC

4.2 What Do You Need at the Bank?

NOTES:

What kind of identification should you bring with you to the bank?

a. **an ID card with your picture and your signature**
b. **your student ID card with your picture and signature**
c. **your driver's license**
d. **any of the above**

Suppose you want to know how much money you have in your account. You may go to the bank and ask the teller. The teller will ask you for your account number and ID. Sometimes, a bank will use a **password** for ID. You tell them a secret code word, like your **mother's maiden name**. Why do they do this? The secret code words and ID help keep your account private and safe.

Bankslip

When you put money in the bank or take money out of the bank, you will need to fill out a bank slip. A bank slip tells the bank how much money you want to take out or put in the bank. There are two different kinds of bank slips. A *deposit slip* is for putting money in the bank. A *withdrawal slip* is for taking money out of the bank. You will learn about deposits and withdrawals in the next lessons.

4.2 What Do You Need at the Bank?

NOTES:

What do you need to bring when you go to the bank to cash a check?

a. your mom
b. your ID
c. the check you want to cash
d. b. and c. above

Information Counter

If you do not know what to do when you get to the bank, find the place where it says "*Information*." The **Information counter** is where you can get help at the bank. If the bank doesn't have an information counter, ask the teller or anyone who works there for help.

What do you do when you need help at the bank?

a. ask one of the bank tellers
b. ask someone who works at the bank
c. ask the person at the information desk
d. any of the above

NOTES:

3. The Bank Teller

- The bank teller is a person who can help you do many things at a bank.

A teller is also a person at the bank who can help you. A teller can help you in many ways. For example, a bank teller can:

1. cash your checks
2. put money in your account
3. take money out of your account
4. tell you how much money you have in your account
5. can give you directions on what to do at the bank
6. sell you traveler's checks

The teller can help you in any way you need to do at the bank.

What can a bank teller at your bank do for you?

a. give you directions in the bank
b. help you put money into your bank account
c. give you cash for your paycheck
d. all of the above

NOTES:

What Will the Teller Want from You?

When you go to the teller's window at the bank, you need to be ready to do your banking business. This means you need to have all your bank papers filled out and ready to give to the teller. What things do you need to have ready?

First, you need to be ready to say to the teller what you want to do. You may write a note if you want. You might keep different notes for the different things you want to do at the bank. They might say,

- "I want to cash this check, please."
- "I want to make a deposit. Here is my account number. Thank you." or
- "I want to know how much money is in my account. Here is my account number and my ID. Thanks."

Second, you need to have papers with you that the teller will ask for, like your ID, your account number, the bankslips filled out, and checks or money.

Suppose you want to cash a check, you need to say or write a note that says, "I want to cash my check." You must have the check, ID card with a picture, and your account number ready to show the teller.

4.3 The Bank Teller

NOTES:

To cash a check, what should you do before you go to the teller?

a. have the check and your account number ready
b. have your bank statement ready
c. have a note telling what you want to do
d. a. and c. above

To know how much money you have in the bank, what should you do before you go to the teller?

a. have your checks ready
b. write a note telling the teller what you want
c. have your account number ready
d. b. and c. above

To buy a traveler's check, what should you do before you go to the teller?

a. have your bank statement ready
b. write a note telling the teller what you want
c. have your money ready
d. b. and c. above

NOTES:

4. Quick Review

What is a bank?

Why should you keep your money in a bank?

What can you do at the bank where you keep your money?

What other services can you get at the bank where you keep your money?

When you put your money in the bank, where does it go?

What is an account number for?

4.4 Quick Review

NOTES:

What is a bankbook or a check register for?

What do you need to bring when you go to the bank?

When you get to the bank, what do you need to fill out?

If you need help, what do you do?

What does a teller do?

What must you do before you go to a teller?

NOTES:

5. On Your Own

Practice Exercise A

Define each words. Then check your answers using the Answer Key at the end of Lesson 4.

1. bank customer: ______________________________

____

2. account: ______________________________

____

3. bankbook: ______________________________

____

4. ID card: ______________________________

____

5. bankslip: ______________________________

____

6. Information counter: ______________________________

____

4.5 On Your Own

NOTES:

Practice Exercise B

Answer the questions completely. Then check your answers using the Answer Key at the end of Lesson 4.

1. Name three things you can do at a bank.

   1. ______________________________
   2. ______________________________
   3. ______________________________

2. Where are account numbers written?

____

____

3. Name some things you can use as ID:

____

____

4. What kinds of things can a bank teller help you do?

____

____

____

NOTES:

Practice Exercise C: On Your Own

1. You have a friend named Mary. Mary borrowed $40.00 from you 2 months ago. You asked her to pay you back. She says she doesn't have the money. You think she is lying. You go to her bank and ask the teller how much money she has in her account. What will the teller do?

2. You have a bank account at The People's Bank. You are at the mall and you need some money. You look around and see a branch bank called First United Bank. Can you get money from your account there?

3. You want to cash a check at your bank. What would you write in a note to the teller?

NOTES:

Answer Key

What is a bank? (p. 2)

a. a place where money is made
b. a building George Washington lived in
☞ c. a place to keep your money
d. none of the above

Why is it safer to keep your money in a bank? (p. 2)

☞ a. because it will not be lost or stolen from a bank
b. because the bank needs your money
c. it is not safer in a bank
d. because you can get your money easier

What can you do in the bank where you keep your money? (p. 3)

a. cash checks
b. cash your paycheck
c. keep your money there
☞ d. all of the above

☑ Answer Key-Lesson 4

What services do banks have? (p. 3)

a. traveler's checks for customers
b. loans for customers
c. paychecks for customers
☞ d. a. and b.

When you put money in the bank, where does it go? (p. 5)

a. under a matress
☞ b. into your account
c. into the teller's pocket. The teller takes it home.
d. a. and b. above

What is an account number for? (p. 5)

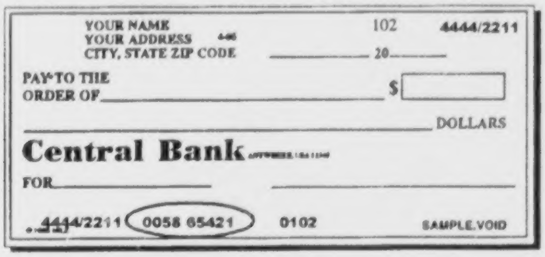
a. to count how many customers the bank has
☞ b. to keep a record of your money
c. to give loans to customers
d. a. and b.

NOTES:

☑ Answer Key-Lesson 4

NOTES:

Circle the **account number** on this check. (p. 5)



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102
4444/2211
20

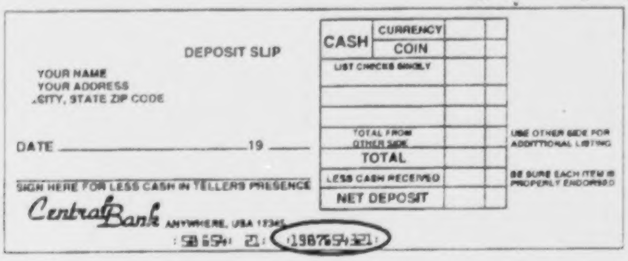
PAY TO THE ORDER OF ______ $
______ DOLLARS

Central Bank

FOR ______

4444/2211 0058 65421 0102
SAMPLE.VOID

Circle the **account number** on this deposit slip. (p. 5)



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______ 19 ______

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

Central Bank ANYWHERE, USA 12345

58 654 21 1987654321

Why do you use a register? (p. 7)

a. to record the money in your account
b. record money you take out of the bank
c. record money you put in the bank
☞ d. all of the above

☑

Answer Key-Lesson 4

NOTES:

What kind of identification should you bring with you to the bank? (p. 8)

a. an ID card with your picture and your signature
b. your student ID card with your picture and signature
c. your driver's license
☞ d. any of the above

What do you need to bring when you go to the bank to cash a check? (p. 9)

a. your mom
b. your ID
c. the check you want to cash
☞ d. b. and c. above

What do you do when you need help at the bank? (p. 9)

a. ask one of the bank tellers
b. ask someone who works at the bank
c. ask the person at the information desk
☞ d. any of the above

Answer Key-Lesson 4

NOTES:

What can a bank teller at your bank do for you? (p. 10)

a. give you directions in the bank
b. help you put money into your bank account
c. give you cash for your paycheck
☞ d. all of the above

To cash a check, what should you do before you go to the teller? (p. 12)

a. have the check and your account number ready
b. have your bank statement ready
c. have a note telling what you want to do
☞ d. a. and c. above

To know how much money you have in the bank, what should you do before you go to the teller? (p. 12)

a. have your checks ready
b. write a note telling the teller what you want
c. have your account number ready
☞ d. b. and c. above

Answer Key-Lesson 4

To buy a traveler's check, what should you do before you go to the teller? (p. 12)

- a. have your bank statement ready
- b. write a note telling the teller what you want
- c. have your money ready
- ☞ d. b. and c. above

Quick Review (p. 13)

What is a bank?
A bank is a place where people keep their money.

Why should you keep your money in a bank?
Because banks help keep your money safe.

What can you do at the bank where you keep your money?
You can cash checks.

What other services can you get at the bank where you keep your money?
You can borrow money, get traveler's checks

When you put your money in the bank, where does it go?
The money goes into your account.

What is an account number for?
It tells the bank and you which account is yours.

What is a bankbook or a check register for?
To help you keep your records straight.

NOTES:

Answer Key-Lesson 4

NOTES:

What do you need to bring when you go to the bank?
You need your ID with your picture and signature,and any other bank papers you need for your transaction.

When you get to the bank, what do you need to fill out?
You need to fill out a bankslip.

If you need help, what do you do?
You find the information desk or anyone who works there and ask for help.

What does a teller do?
The bank teller can cash checks and put money into your account.

What must you do before you go to a teller?
You need to have your bank slips ready, your ID, and a note saying what you want to do.

On Your Own
Practice Exercise A (p. 15)

1. A bank **customer** is a person who has an account at the bank.

2. An **account** is a specific place where a customer keeps the money at the bank.

3. A **bankbook** is another word for the check register. It is a place where you write when you take money out or put money in your account.

4. ID card is a document like a driver license or student ID card that has your picture and your signature to show the bank teller that you are the same person using the account.

Answer Key-Lesson 4

NOTES:

5. Bankslip is a deposit slip or a withdrawal slip. You need to use a bankslip when you want to put money in or take money out of the bank.

6. Information counter is a place where you can ask for help at the bank.

Practice Exercise B (p. 16)

1. keep money at the bank, borrow money from the bank, buy traveler's checks, get money from your account, put money in your account, cash checks.

2. Account numbers are written on bankslips, checks and bankbooks.

3. Driver's license, student I.D., bus pass.

4. Open an account, take money out for you, put money in for you, help you get traveler's checks, tell you how much you have in your account.

Practice Exercise C: On Your Own (p. 17)

1. The teller cannot tell *you* how much money is in *Mary's* account. The teller can only tell Mary how much money is inn Mary's account.

2. No. You are not a customer at First United Bank. Your bank account is *not* at First United. You are a customer at The People's Bank. Your account is at The People's Bank. You need to find a People's Bank branch to get money from your account.

3. Hi. I want to cash this check please. Here is my account number and my ID. Thank you.

What is a Deposit?

5. What is a Deposit?

Lessons on CD:

Pretest
1. Deposit Definition 1
2. Practice Examples 4
3. Deposits and Your Bank Account 6
4. Getting Ready to Make a Deposit 9
5. Quick Review 11
6. On Your Own 12
Answer Key 15

Vocabulary from this Lesson:

Account
Account Number
Balance
Cash
Deposit
Deposit Slip
ID Card
Increase

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Pretest 5
What is a Deposit?

Pass *Review*

1. Deposit Definition

☐ ☐ What does deposit mean?

____

____

☐ ☐ You got money for your birthday and put it in your bank account. Did you make a deposit? Why? Why not?

____

____

☐ ☐ You got money for mowing the lawn and put it in your jar. Did you make a deposit? Why? Why not?

____

____

2. Deposits and Your Bank Account

☐ ☐ What is your account balance?

____

☐ ☐ You made a deposit. What happens to your account balance?

____

☐ ☐ You have $5.00 in your checking account. $5.00 is your account balance. You deposit $34.00 to pay your bills. What is your new balance after you make a deposit?

____

Pass *Review*

☐ ☐

3. Getting Ready to Make a Deposit

List 4 things you may need at a bank to make a deposit.

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________

NOTES:

1. Deposit Definition

- When you put money in your bank account, you are making a deposit.
- After you make a deposit, your account has more money in it. Your account gets bigger.

When you put money *in* the bank, you make a **deposit**. Deposit means to put money in your bank **account**. Your account gets larger. You *add* the deposit amount to what you already have in the bank. For example:

1. When you go to the bank to put your paycheck *in* your bank, you make a *deposit*.
2. When you get money for your birthday and put it *in* your bank account, you make a *deposit*.

How do you know if you made a deposit? If you put money *into* your bank account for any reason, you are making a deposit.

What does it mean to deposit money into your bank account?

a. to put money in your account
b. to borrow money from the bank
c. to take money from your account
d. none of the above

5.1 Deposit Definition

NOTES:

Here are some examples. Read each example. Did you make a deposit? The answers will help you understand why it is a deposit or not.

- You are at the bank. You want to put money in your bank account. Did you make a deposit?

  Yes! Because deposit means you put money *into your account at the bank.*

- You get paid $5.00 for mowing the lawn. You go to the bank and put the money into your account. Did you make a deposit?

  Yes! Because you did put the money *into your bank account.* You made a deposit.

- You get your SSI check. You put your SSI check into the drawer of your desk. Did you make a deposit?

  No. You did not make a deposit if you put the check in your desk.

How do you know you did not make a deposit?

- a. **deposit means to take money out of your bank account**
- b. **deposit means to put money into your bank account**
- c. **deposit means you have money for spending**
- d. **deposit means that you go to the bank to get some money**
- e. **none of the above**

5.1 Deposit Definition

NOTES:

- You get your paycheck from your work. You go to the bank and cash the paycheck. Did you make a deposit?

  No. You did *not* put the paycheck into your account.

How do you know it is not a deposit?

a. you did not put money into your account
b. you put money into your account
c. you did not give money to your company
d. you did not write a check
e. none of the above

- You find $10.00. You put the money into your secret hiding place. Did you make a deposit?

  No. Because you did *not* go to the bank and put the money *into your account*. You put the money *into your secret hiding place*.

How do you know it is not a deposit?

a. you are not putting money into your account
b. you are putting money into your account
c. you are not cashing a check
d. a. and c. above
e. b. and c. above

NOTES:

2. Practice Examples

Circle the answer to each question.

You want to buy a new TV. You take money out of your bank account. Did you make a deposit in your bank account?

Yes No

You find $5.00 on the sidewalk. You spend it on food. Did you make a deposit?

Yes No

How do you know that it is not a deposit?

a. deposit means to take money out of your bank account
b. deposit means to put money into your bank account
c. deposit means you have money for spending
d. a. and c. above
e. none of the above

5.2 Practice Examples

NOTES:

You get your tax refund check. You put it in your bank account. Did you makea deposit?

Yes   No

You get your tax refund check. You use the money to buy a bicycle. Did you make a deposit?

Yes   No

You get your SSI check. You lose it. Did you make a deposit?

Yes   No

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3. Deposits and Your Bank Account

- You will have *more* money in your bank account after you make a deposit.
- Your balance *increases* when you make a deposit into your account.

When you make a deposit, you put money into your bank account. You have *more* money in your account. Your account gets *larger*. Your **balance increases** when you make a deposit.

Example: Suppose you have $50.00 in your bank account. You make a deposit of $100.00. How much do you have now? To find out, you will *add*:

$100.00 (Deposit)
+ $ 50.00 (Balance)
$150.00 (New Balance)

You will have $150.00 in your account. Adding $50.00 to $100.00 makes $150.00. Your account gets *larger*.

What happens to my account when I make a deposit?

a. the account balance does not change
b. the account balance gets smaller
c. the account balance gets larger
d. none of the above

5.3 Deposits and Your Bank Account

NOTES:

Suppose you have $100.00 in your bank account. You deposit $20.00. What is the balance after the deposit?

a. $ 50.00
b. $ 60.00
c. $ 80.00
d. $120.00

How much do you have now? You will have $120.00 in your account. Remember, you need to *add* $20.00 to $100.00.

$100.00 (Your Balance)
+$ 20.00 (Deposit)
$120.00 (New Balance)

Adding $20.00 to $100.00 makes $120.00. You have *more* money in your account balance.

Deposits and Your Bank Account

✔ Before you go on, finish this practice sheet. Then check your answers using the Answer Key on p. 15. If you still do not understand what happens to your balance after you make a deposit, review this part before going on to the next section.

Practice Sheet

Your bank account balance is...	You want to deposit...	Your new balance is...
$80.00	$20.00	$
$50.00	$10.00	$
$77.00	$67.00	$
$46.20	$5.10	$
$250.00	$200.00	$

Remember, when you make a deposit, this means you put money into your bank account. Other things you can do at the bank are not deposits. You only make a deposit if you *add* money to your bank account.

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NOTES:

4. Getting Ready to Make a Deposit

- When you want to make a deposit, you must have everything ready to give to the bank teller.

When you want to *make a deposit* at the bank, you should be ready to say to the teller, "I want to make a deposit" and have everything needed for you to make a deposit. A good way to let the teller know you want to make a deposit is to write a note. The note might look like this:

> I would like to make a deposit, please.

The things you may need for a deposit are:

1. *the* ***money or check*** *you want to deposit*
2. *your* ***ID card***
3. *your* ***account number***
4. *a* ***deposit slip***

It is always a good idea to have these things ready when you go to the teller to make your deposit. You will learn more about *how* to make a deposit in a later lesson.

5.4 Getting Ready to Make a Deposit

NOTES:

What should you have ready when you go to your bank to make a deposit?

a. your picture ID
b. the money you want to deposit
c. a note that says you would like to make a deposit
d. all of the above
e. b. and c. above

NOTES:

5. Quick Review

1. What does it mean to deposit money in your account?

2. Suppose you went to the bank and cashed your paycheck. Did you make a deposit?

3. What is an account balance?

4. What happens to your account balance when you make a deposit?

5. What do you need to bring when you make a deposit at the bank?

6. You have $80.00 in your account. You deposit $20.00. Now, what is your balance?

NOTES:

6. On Your Own

Answer the questions completely. Then check your answers using the Answer Key on page 15.

Practice Exercise A: Finding a Balance

1. Jim's balance in his account is $40.00. Jim deposits $20.00. What is Jim's new balance?

$____

2. Sarah deposits her birthday money of $100.00 into her account. Her account already has $60.00 in it. What is Sarah's new balance?

$____

3. Thomas works hard raking lawns during the week. He already has $56.70 in his bank account. One Saturday, Thomas put $30.00 in the bank. A week later, he put $10.00 in the bank. How much does Thomas have in his bank account now?

$____

4. Terrance never has any money. He has a bank account with only $10.00 in it. He has never made another deposit. How much does Terrance have in his bank account?

$____

5.6 On Your Own

NOTES:

Practice Exercise B: Is it a Deposit?

1. Farmer Brown got $75.00 from selling his corn in the market. He put the money in an old coffee pot near his fireplace. Did Farmer Brown make a deposit? How do you know?

2. Jane found a ten dollar bill on the sidewalk. She put it in her piggy bank on her dresser. Someday she wants a bicycle. Did Jane make a deposit? How do you know?

3. Henry worked very hard washing cars one bright Saturday. He earns $20.00. He put the money in his account in the bank. Did Henry make a deposit? How do you know?

4. Jeffrey got his SSI check in the mail. He cashed it at the bank and spent $10.00. Then he put the rest of it in his bank account. Did Jeffrey make a deposit? How do you know?

NOTES:

Practice Exercise C: On Your Own

List 4 things you may need at a bank to make a deposit.

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________

NOTES:

Answer Key

What does it mean to deposit money into your bank account? (p. 1)

☞ a. to put money in your account
b. to borrow money from the bank
c. to take money from your account
d. none of the above

How do you know you did not make a deposit? (p. 2)

a. deposit means to take money out of your bank account
☞ b. deposit means to put money into your bank account
c. deposit means you have money for spending
d. deposit means that you go to the bank to get some money
e. none of the above

How do you know it is not a deposit? (p. 3)

☞ a. you did not put money into your account
b. you put money into your account
c. you did not give money to your company
d. you did not write a check
e. none of the above

☑ Answer Key-Lesson 5

NOTES:

How do you know it is not a deposit? (p. 3)

- ☞ a. you are not putting money into your account
- b. you are putting money into your account
- c. you are not cashing a check
- d. a. and c. above
- e. b. and c. above

You want to buy a new TV. You take money out of your bank account. Did you make a deposit in your bank account? (p. 4)

☐ **No**

You find $5.00 on the sidewalk. You spend it on food. Did you make a deposit? (p. 4)

☐ **No**

How do you know that it is not a deposit? (p. 4)

- a. deposit means to take money out of your bank account
- ☞ b. deposit means to put money into your bank account
- c. deposit means you have money for spending
- d. a. and c. above
- e. none of the above

☑ Answer Key-Lesson 5

NOTES:

You get your tax refund check. You put it in your bank account. Did you makea deposit? (p. 5)

Yes ☐

You get your tax refund check. You use the money to buy a bicycle. Did you make a deposit? (p. 5)

☐ No

You get your SSI check. You lose it. Did you make a deposit? (p. 5)

☐ No

What happens to my account when I make a deposit? (p. 6)

a. the account balance does not change
b. the account balance gets smaller
☞ c. the account balance gets larger
d. none of the above

☑ Answer Key-Lesson 5

NOTES:

Suppose you have $100.00 in your bank account. You deposit $20.00. What is the balance after the deposit? (p. 7)

- **a. $ 50.00**
- **b. $ 60.00**
- **c. $ 80.00**
- **☞ d. $120.00**

Practice Sheet (p. 8)

Your bank account balance is...	You want to deposit...	Your new balance is...
$80.00	$20.00	$100.00
$50.00	$10.00	$60.00
$77.00	$67.00	$144.00
$46.20	$5.10	$51.30
$250.00	$200.00	$450.00

What should you have ready when you go to your bank to make a deposit? (p. 10)

- **a. your picture ID**
- **b. the money you want to deposit**
- **c. a note that says you would like to make a deposit**
- **☞ d. all of the above**
- **e. b. and c. above**

Answer Key-Lesson 5

NOTES:

Quick Review (p. 11)

1. What does it mean to deposit money in your account?.

   Deposit means you put money into your account.

2. Suppose you went to the bank and cashed your paycheck. Did you make a deposit?

   No. The reason is you haven't put money in your account.

3. What is an account balance?

   Your account balance means how much money you have in your account.

4. What happens to your account balance when you make a deposit?

   Your account will have more money after you make a deposit. Your balance increases.

5. What do you need to bring when you make a deposit at the bank?

   A note written for the teller, the money you want to deposit, your account number, a deposit slip, and a picture ID.

6. You have \$80.00 in your account. You deposit \$20.00 Now, what is your new balance?

   Your new balance will be \$100.00.
   \$80.00+\$20.00=\$100.00.

Answer Key-Lesson 5

NOTES:

On Your Own

Practice Exercise A: Finding a Balance (p. 12)

1. $60.00
2. $160.00
3. $96.70
4. $10.00

Practice Exercise B: Is it a Deposit? (p. 13)

1. No. Farmer Brown did *not* put his money in his bank account.
2. No. Jane did *not* put her money in her bank account.
3. Yes. Henry put the money in his bank account
4. Yes. Jeffrey put some of the money in his bank account.

Practice Exercise C: On Your Own (p. 14)

The four things you need are:

1. money you want to deposit
2. your ID card
3. your account number
4. a deposit slip

You might also want to have a note that says: "I want to make a deposit, please."

What is a Withdrawal?

6. What is a Withdrawal?

Lessons on CD:

Pretest
1. Withdrawal Definition 1
2. Practice Examples 6
3. Deposit/Withdrawal Quick Review 8
4. Withdrawals and Your Bank Account 10
5. Quick Review 12
6. On Your Own 13
Answer Key 16

Vocabulary from this Lesson:

Account
Account balance
Bad Check
Check register
Decrease
Deposit
Withdrawal

Pretest 6
What is a Withdrawal?

Pass *Review*

1. Withdrawal Definition

☐ ☐ What does withdrawal mean?

____

____

☐ ☐ You go to the bank. You give your paycheck to the teller to change it to money. Did you make a withdrawal from your account? Why? Why not?

____

____

☐ ☐ You go to the bank. You take $3.00 out of your account for your dinner date. Did you make a withdrawal from your account? Why? Why not?

____

____

2. Withdrawals and Your Bank Account

☐ ☐ You made a withdrawal. What happens to your account balance?

____

☐ ☐ You have $80.00 in your checking account. $80.00 is your account balance. You withdraw $20.00 to pay your phone bill and for spending. What is your new balance after you make a withdrawal?

____

NOTES:

1. Withdrawal Definition

- When you take money out of your bank account, you make a withdrawal.
- After you make a withdrawal, you have less money in your account.

Remember that when you make a **deposit**, you put money *in* the bank. Your **account** gets larger. You *add* money to your old balance.

A withdrawal is different A **withdrawal** is the opposite of a deposit. When you take money *out* of the bank, you make a withdrawal. Withdrawal means taking money *out* of your bank account. Your account gets smaller. You *subtract* the withdrawal amount from what you already have in the bank. For example:

1. When you take money *out* of your bank account to pay your bills, you make a *withdrawal*.
2. When you get money for your birthday and put it *in* your bank account, you make a *deposit*.

If you take money out of your bank account for any reason, you are making a withdrawal. You may make your withdrawal for any reason, such as paying your rent, buying food, buying clothes, and giving someone a birthday gift.

6.1 Withdrawal Definition

NOTES:

What does it mean to withdraw money from your bank account?

a. to put money into your account
b. to add the money to your account balance
c. to take money out of the bank
d. none of the above

Here are some examples. Read each example and decide if it is a withdrawal.

- I go to the bank teller to get money. Did I make a withdrawal?

  Yes! How do I know? The reason is that withdrawal means to take money out of your bank account.

- I take money from my account to pay my bills. Did I withdraw money from the bank?

  Yes! The reason is that withdrawal means to take money out of your bank account.

- You go to the bank and take out $5.00 for spending. Did you make a withdrawal?

  Yes! You made a withdrawal! How do you know? Because withdrawal means to take money out of your bank account.

6.1 Withdrawal Definition

NOTES:

- Imagine you are at home and have money hidden under your bed. You take some money from your secret hiding place to buy a picture. Did you make a withdrawal from your bank account?

  No! You didn't take money out of the bank.

How do you know it is not a withdrawal?

a. **withdrawal means to take money out of your bank account**
b. **withdrawal means to put money into your bank account**
c. **withdrawal means that you have money for spending**
d. **withdrawal means that you go to the bank to deposit money**
e. **none of the above**

6.1 Withdrawal Definition

NOTES:

- You get your paycheck from work. You cash your paycheck at the bank. Did you make a withdrawal from your account?

  No. How do you know?

How do you know that cashing your paycheck is not a withdrawal from your account?

a. you are not taking money out of your account
b. you are depositing money
c. you are being given money from someone else's account
d. a. and c. above
e. none of the above

- You get your SSI check from the US Government and cash it. Do you make a withdrawal from your account?

  No. When you cash your SSI check, you are not making a withdrawal from your bank account. How do you know?

How do you know that it is not a withdrawal from your account?

a. you are not taking money out of your account
b. you are being given money from the government's account
c. you are depositing money
d. a. and c. above
e. a. and b. above

6.1 Withdrawal Definition

NOTES:

- You want to buy new clothes for your job interview. You take money out of your bank account to buy new clothes. Did you make a withdrawal?

  Yes! you took money out of your account.

- You need to pay rent. You take money out of your account to pay your rent. Did you make a withdrawal?

  Yes! You took money out of your account.

NOTES:

2. Practice Examples

Circle the answer to each question. Answers can be found in the Answer Key on p. 16.

You take money out of a jar at home. Did you make a withdrawal from your bank account?

Yes No

You take money out of your account to buy gas for your car. Did you make a withdrawal from your bank account?

Yes No

To withdraw money from your account means...

a. to deposit money into the account
b. to put money into the account
c. to take money out of the account
d. a. and c. above
e. none of the above

6.2 Practice Examples

NOTES:

You get your paycheck and put it in your account. Did you make a withdrawal from your bank account?

Yes No

You get your tax refund check. You use the money to buy a bicycle. Did you make a deposit?

Yes No

You get paid for doing yardwork and put the money in your bank account. Did you make a withdrawal from your bank account?

Yes No

3. Deposit/Withdrawal Quick Review

Deposit means you put money in your bank account. Withdrawal means you take money out of your account.

Here are some examples of deposits and withdrawals. Read each example and circle the correct answer. Answers can be found in the Answer Key on p. 16.

You put your paycheck into your bank account. Did you make a deposit or a withdrawal?

Withdrawal **Deposit**

You took money out of your account for a pizza party. Did you make a deposit or a withdrawal?

Withdrawal **Deposit**

6.3 Deposit/Withdrawal Quick Review

NOTES:

You took money out of your account to pay your phone bill. Did you make a deposit or a withdrawal?

Withdrawal **Deposit**

Practice A

Write several reasons you may have for withdrawing money from your account.

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________
6. ____________________
7. ____________________

NOTES:

4. Withdrawals and Your Bank Account

- Remember, the amount of money you have in your account is your **account balance**.
- You will have *less* money in your bank account after you make a withdrawal.
- Your balance *decreases* when you make a withdrawal from your account.

When you make a withdrawal, you take money out of your bank account. You have *less* money in your account. Your account gets *smaller*. Your **balance decreases** when you make a withdrawal.

Suppose you have $50.00 in your bank account. You make a $20.00 withdrawal to pay a bill. How much do you have now? To find out, *subtract* the $20.00 withdrawal:

$50.00 (your balance)
-$20.00 (withdrawal amount)
$30.00 (amount left)

You will have $30.00 left in your account. Subtracting $20.00 from $50.00 leaves $30.00. Your account gets *smaller*.

6.4 Withdrawals and Your Bank Account

NOTES:

What happens to my account balance when I withdraw money from it?

- **a. the account balance does not change**
- **b. the account balance gets smaller**
- **c. the account balance gets larger**
- **d. none of the above**

Suppose you have $100.00 in your bank account. You take out $60.00 for a vacation. What will your balance be after you withdraw the $60.00?

- **a. $40.00**
- **b. $160.00**
- **c. $60.00**
- **d. $120.00**

Caution:

Remember the **check register**? The check register is where you write down everything you put in or take out of your account. You must remember to subtract money from the balance in your check register after you make your withdrawal. Why? Because you need to know how much money is in your account before you write a check. A **bad check** means you did not have enough money in your account to pay the check. Banks AND businesses will charge you a lot of money for writing bad checks, and you can even be put in jail!

NOTES:

5. Quick Review

1. What does it mean to withdraw money from your account?

2. If you go to the bank and cash your paycheck, is that a withdrawal?

3. What is an account balance?

4. What happens to your account balance after you make a withdrawal?

5. Your account balance is $80.00. You withdraw $20.00. What is your balance now?

NOTES:

6. On Your Own

Practice Exercise A

Answer the questions completely. Then check your answers using the Answer Key on page 16.

Your bank account balance is...	You want to withdraw...	Your new balance is...
$80.00	$20.00	$
$50.00	$10.00	$
$77.00	$67.00	$
$46.20	$5.10	$
$200.00	$250.00	$

Practice Exercise B

In these questions, write if the person made a withdrawal or a deposit. Be careful! You can also put "neither".

1. Sally works as a receptionist. Her boss asks her to go to the bank and get money for him. She goes to the bank and gives a check to the teller. Sally returns to her boss with the money. Did Sally make a withdrawal or a deposit? How do you know?

Withdrawal **Deposit** **Neither**

6.6 On Your Own

NOTES:

2. Luis is a farm worker. The farmer gives him cash for his labor on the farm. Luis goes to the bank and gives the money to the teller. Did Luis make a withdrawal or deposit? How do you know?

Withdrawal **Deposit** **Neither**

____

____

3. Joel works at the grocery store as a manager. He gives money to cashiers, so he goes to the bank every morning to take the money out of the account. Did Joel make a withdrawal or deposit? How do you know?

Withdrawal **Deposit** **Neither**

____

____

4. Grandmother Smith has $55 in her drawer. She takes $50 out to buy her grandson a birthday present. Did Grandmother Smith make a withdrawal or a deposit? How do you know?

Withdrawal **Deposit** **Neither**

____

____

6.6 On Your Own

NOTES:

5. Jake goes to the bank and gives his paycheck to the teller. The teller gives him the money. Did Jake make a withdrawal or deposit? How do you know?

Withdrawal **Deposit** **Neither**

Practice Exercise C: On Your Own

In Practice Exercise A, the answer to the last question is -$50.00. What is wrong with this amount?

What is a bad check? Explain what can happen if you write bad checks.

NOTES:

Answer Key

What does it mean to withdraw money from your bank account? (p. 2)

a. to put money into your account
b. to add the money to your account balance
☞ c. to take money out of the bank
d. none of the above

How do you know it is not a withdrawal? (p. 3)

☞ a. withdrawal means to take money out of your bank account
b. withdrawal means to put money into your bank account
c. withdrawal means that you have money for spending
d. withdrawal means that you go to the bank to deposit money
e. none of the above

☑ Answer Key-Lesson 6

NOTES:

How do you know that cashing your paycheck is not a withdrawal from your account? (p. 4)

a. you are not taking money out of your account
b. you are depositing money
c. you are being given money from someone else's account
☞ d. a. and c. above
e. none of the above

How do you know that it is not a withdrawal from your account? (p. 4)

a. you are not taking money out of your account
b. you are being given money from the government's account
c. you are depositing money
d. a. and c. above
☞ e. a. and b. above

You take money out of a jar at home. Did you make a withdrawal from your bank account? (p. 6)

☐ No

Answer Key-Lesson 6

You take money out of your account to buy gas for your car. Did you make a withdrawal from your bank account? (p. 6)

Yes ☐

To withdraw money from your account means... (p. 6)

- a. to deposit money into the account
- b. to put money into the account
- ☞ c. to take money out of the account
- d. a. and c. above
- e. none of the above

You get your paycheck and put it in your account. Did you makea withdrawal from your bank account? (p. 7)

☐ No

NOTES:

Answer Key-Lesson 6

You get your tax refund check. You use the money to buy a bicycle. Did you make a deposit? (p. 7)

No

You get paid for doing yardwork and put the money in your bank account. Did you make a withdrawal from your bank account? (p. 7)

No

You put your paycheck into your bank account. Did you make a deposit or a withdrawal? (p. 8)

Deposit

You took money out of your account for a pizza party. Did you make a deposit or a withdrawal? (p. 8)

Withdrawal

NOTES:

☑ Answer Key-Lesson 6

You took money out of your account to pay your phone bill. Did you make a deposit or a withdrawal? (p. 9)

Withdrawal

Practice A. (p. 9)

Write several reasons you may have for withdrawing money from your account.

1. Pay bills
2. Spending money
3. Buy food
4. Pay a debt
5. To get cash
6. To buy a present
7. To buy clothes

What happens to my account balance when I withdraw money from it? (p. 11)

a. the account balance does not change
☞ b. the account balance gets smaller
c. the account balance gets larger
d. none of the above

NOTES:

☑ Answer Key-Lesson 6

NOTES:

Suppose you have $100.00 in your bank account. You take out $60.00 for a vacation. What will your balance be after you withdraw the $60.00? (p. 11)

☞ a. $40.00
b. $160.00
c. $60.00
d. $120.00

$100.00 (account balance)
- $60.00 (withdraw for vacation)
$40.00 (amount left)

Answer Key-Lesson 6

NOTES:

Quick Review (p. 12)

1. What does it mean to withdraw money from your account?
   Withdrawal means you take money *out* of your account.

2. If you go to the bank and cash your paycheck, is that a withdrawal?
   No. The reason is that you did not take money from your account.

3. What is an account balance?
   Your account balance is the amount of money you have in your account.

4. What happens to your account balance after you make a withdrawal?
   The balance goes down. This means you have *less* money in your account.

5. Your account balance is $80.00. You withdraw $20.00. What is your balance now?
   Your new balance after the withdrawal is $60.00.

On Your Own
Practice Exercise A (p. 13)

Your bank account balance is...	You want to withdraw...	Your new balance is...
$80.00	$20.00	$60.00
$50.00	$10.00	$40.00
$77.00	$67.00	$10.00
$46.20	$5.10	$41.10
$200.00	$250.00	-$50.00

Answer Key-Lesson 6

NOTES:

Practice Exercise B (p. 13-14)

1. **Neither**. Because Sally never put the check into the account or took the check out of the account. She cashed the check and got money for her boss.

2. **Deposit**. Because Luis gave the money to the teller. The teller put the money into Luis' account.

3. **Withdrawal**. Because Joel took the money out of the account to give the money to cashiers at the store.

4. **Neither**. Because Grandmother Smith took the money out of her drawer, *not* her bank account.

5. **Neither**. Because Jake never put the money into his account or took the money out of his account. He cashed his paycheck and got money.

Practice Exercise C: On Your Own (p. 15)

In Practice Exercise A, the answer to the last question is -$50.00. What is wrong with this amount?

> There is not enough money in the account to cover the withdrawal. You cannot withdraw more money from your account than you have in it. This person only has $200.00 in their account. They cannot withdraw more than $200.00 from their account.

Answer Key-Lesson 6

NOTES:

What is a bad check? Explain what can happen if you write bad checks.

When you write a check for more money than you have in your account, you are writing a bad check. Businesses do not like for people to write them bad checks. If a business gets a bad check, it means they are not getting paid. They will charge you a lot of money for writing a bad check. If you write many bad checks, you can be put in jail.

Cumulative Review 2
Lessons 4-6

Pass *Review*

4. The Bank

☐ ☐ Write what these words mean.

Bank:

Customer:

Account:

Bankbook:

Bankslip:

Teller:

☐ ☐ List three things you can do at a bank.

1.

2.

3.

☐ ☐ List three things you need when you go to a bank.

1.

2.

3.

☐ ☐ What can a bank teller do to help you?

Pass *Review*

5. What is a Deposit?

☐ ☐ You got a paycheck from work. You went to the bank and got cash from the paycheck. Did you make a deposit? Why? Why not?

☐ ☐ You got money from your friend and put it in your bank account. Did you make a deposit? Why? Why not?

☐ ☐ You have $220.00 in your checking account. $220.00 is your account balance. You deposit your $100.00 paycheck. What is your new balance after you make a deposit? Why?

☐ ☐ List 4 things you may need at a bank to make a deposit.

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________

Pass *Review*

6. What is a Withdrawal?

☐ ☐ You got a tax refund. You went to the bank and got cash from the tax refund. Did you make a withdrawal? Why? Why not?

____

____

☐ ☐ You want to pay for your phone bill. You took out $50.00 from the kitchen cabinet. Did you make a withdrawal? Why? Why not?

____

____

☐ ☐ You have $350.00 in your checking account. $350.00 is your account balance. You withdraw $25.00 from your account for dinner. What is your new balance after you make a withdrawal? Why?

____

____

☐ ☐ You have $20.00 in your checking account. $20.00 is your account balance. You withdraw $15.00 to buy some food. What is your new balance after you make a withdrawal? Why?

____

____

Making a Deposit: The Deposit Slip

7. Making a Deposit: The Deposit Slip

Lessons on CD:

Pretest
1. What is a Deposit Slip? 1
2. Deposit Slip Information 3
3. Filling Out a Deposit Slip 6
   - Date 8
   - Cash Amounts 11
   - Checks 17
   - Less Cash 31
4. Practice Deposit Slips 46
5. Depositing at the Bank 49
6. Quick Review 51
7. On Your Own 52

Answer Key 54

Vocabulary from this Lesson:

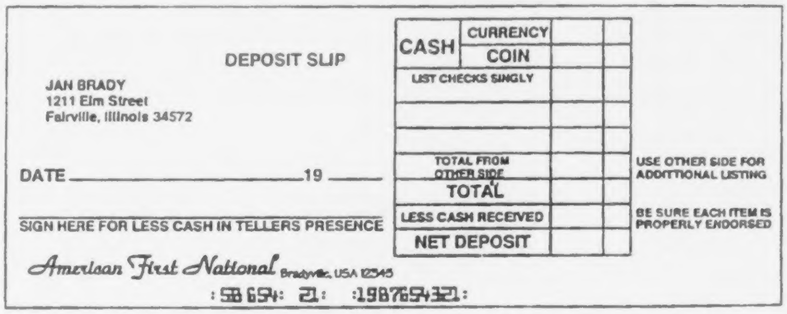
Account Number
Amount of the check
Bank Number
Cash
Checkbook
Check Register
Coin
Counter Deposit Slip
Currency
Date
Decimal Point
Deposit
Endorse / Endorsement
Figure
Less Cash
Net Deposit
Receipt
Subtotal
Teller
Total

Pretest 7
The Deposit Slip

Pass ☐ *Review* ☐

1. What is a Deposit Slip?

There are two bankslips below. Circle the deposit slip.



DEPOSIT SLIP

JAN BRADY
1211 Elm Street
Fairville, Illinois 34572

DATE ____________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

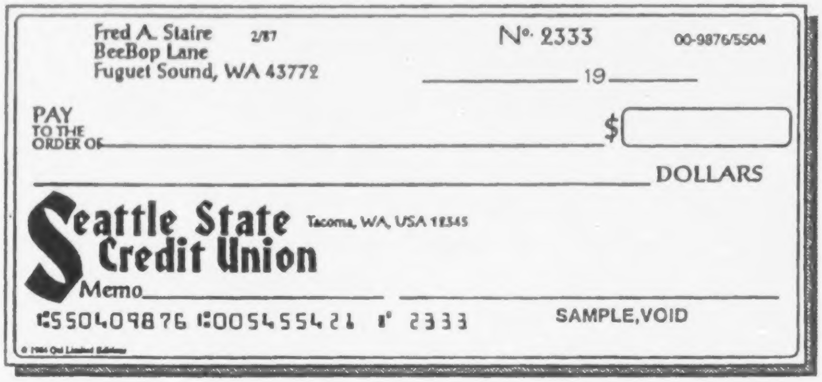
CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

American First National Bradyville, USA 12345

:58 654: 21: :1987654321:



Fred A. Staire 2/87
BeeBop Lane
Fuguet Sound, WA 43772

Nº 2333 00-9876/5504

____________ 19 ______

PAY TO THE ORDER OF ______________________ $

______________________ DOLLARS

Seattle State Credit Union Tacoma, WA, USA 12345

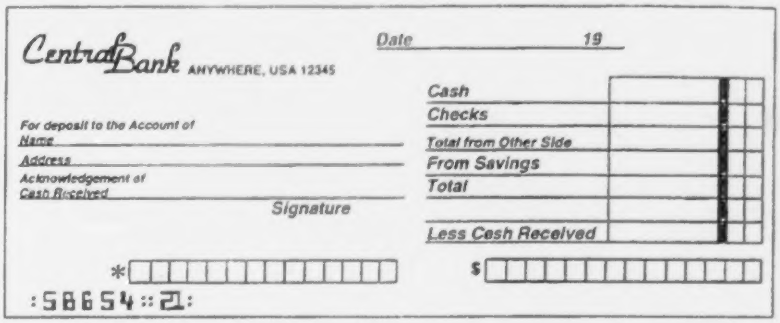
Memo ____________ ______________

:5504098 76 :0054555421 ″ 2333 SAMPLE,VOID

Pass ☐ *Review* ☐

2. Deposit Slip Information

Below is a deposit slip. Write down the information that the bank teller needs to make the deposit for you.



Central Bank ANYWHERE, USA 12345

Date ____________ 19__

For deposit to the Account of

Name ____________

Address ____________

Acknowledgement of Cash Received ____________

Signature

Cash	
Checks	
Total from Other Side	
From Savings	
Total	
Less Cash Received	

*☐☐☐☐☐☐☐☐☐☐☐☐☐☐ $☐☐☐☐☐☐☐☐☐☐☐☐☐☐

:58654::21:

1. ____________
2. ____________
3. ____________
4. ____________
5. ____________
6. ____________

Pass ☐ *Review* ☐

3. Filling Out a Deposit Slip

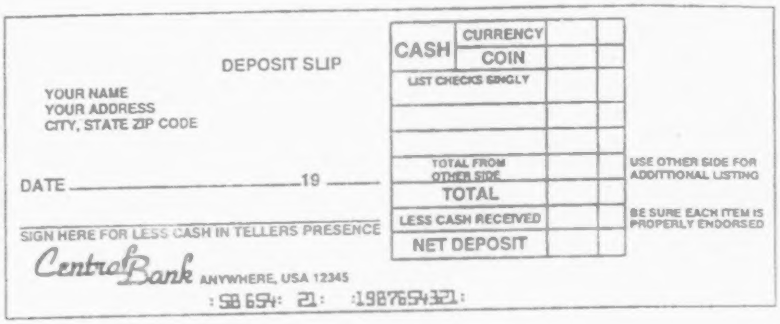
Below is a deposit slip. You want to make a deposit. Fill out the deposit slip to make your deposit.

Cash: $1.00 (currency)
$2.00 (coins)

Checks: 234/4067 (bank number) $40.00 (amount)
3099/5555 (bank number) $100.00 (amount)

Less Cash: $10.00

Date: April 21, 1999



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________________ 19 ______

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

Pass *Review*

4. Depositing at the Bank

☐ ☐

You want to make a deposit. List 4 things you need to *get ready* before you go to a bank.

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________

☐ ☐

You are at the bank to make a deposit. List 4 things you need to do.

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________

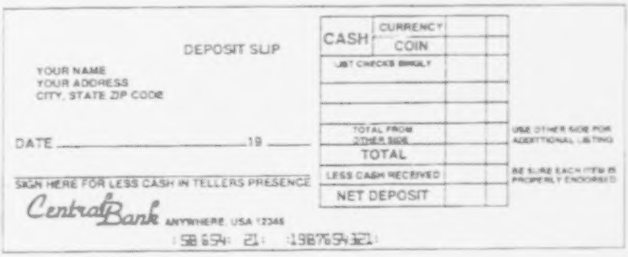
7.1 What is a Deposit Slip?

NOTES:

1. What is a Deposit Slip?

- When you want to put money into your account, you must fill out a deposit slip.
- A deposit slip is a special bank paper to help you put money into your account.

Remember, **deposit** means to put money into your account. When you put money into your checking account, you need to fill out a **deposit slip**. This is a deposit slip:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________________ 19 ______

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

58 654 21 1987654321

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

A deposit slip informs the bank teller that you want to put money into your account. You give this slip and your money to the **teller**. The teller takes the money and the deposit slip. Then the teller types on a computer and gives you a **receipt**. A receipt is proof you made a deposit. A receipt is important for you to keep.

If you have a checking account, you have deposit slips! They are in the back of your **checkbook** under your checks.

BEST COPY AVAILABLE

7.1

What is a Deposit Slip?

Why do you need to fill out a deposit slip?

a. to pay someone through the bank
b. to put money in the bank
c. to take money out of the bank
d. to open a savings account
e. none of the above

NOTES:

2. Deposit Slip Information

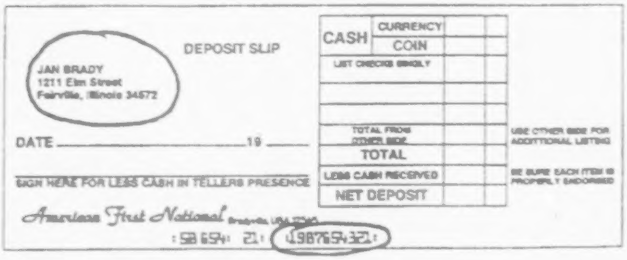
- You must fill out your deposit slip completely.
- Your deposit is safe after you give it to the teller.

Before you go to the bank, you need to fill out a deposit slip. Your deposit slip is safe when you give it and your money to the teller. The bank teller will keep it a secret. The teller will put the information into the bank computer and add the amount of money you want to deposit to your account.

There are 6 things you need on your deposit slip:

1. *Your name*
2. *The date you go to the bank to make a deposit*
3. *The check amounts you want deposit*
4. *The cash amount you want deposit*
5. *The total deposit amount*
6. *Your account number*

If you have a checking account, you also have deposit slips. Deposit slips are behind your checks. Your name, address and account number is printed on these deposit slips, just like on your checks.



JAN BRADY
1211 Elm Street
Fairville, Illinois 34572

DEPOSIT SLIP

DATE ________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

American First National

:58 654: 21: 4987654321:

BEST COPY AVAILABLE

7.2 Deposit Slip Information

NOTES:

When the teller is finished, the teller gives you a receipt. On the receipt is your **account number** and the money you deposited. It is important for you to look at the receipt and make sure it is right.

What does the bank need to deposit money into your account?

a. your name, date, account number
b. the amount of the checks, the amount of cash
c. total amount of deposit
d. all of the above

What is already printed on the deposit slips in your personal checkbook?

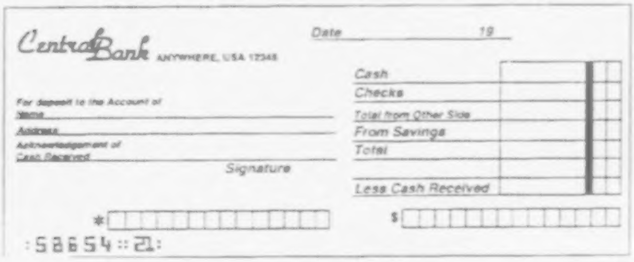
a. your name and account number
b. your name and Social Security number
c. your name and check number
d. your name and I.D. number

7.2 Deposit Slip Information

NOTES:

Counter Deposit Slips

Suppose you want to make a deposit, but you are out of deposit slips. What can you do? If you do not have any more deposit slips in your checkbook or you forget your deposit slip when you are at the bank, you can get more deposit slips at the bank. They will not have your name, address, or your account number on them. They are "blank". This means you need to fill in the information in the places on the slip. A "blank" deposit slip is also called a "**counter deposit slip**." See the sample counter deposit slip below:



CentralBank ANYWHERE, USA 12345

Date 19

For deposit to the Account of
Name
Address
Acknowledgement of Cash Received
Signature

Cash	
Checks	
Total from Other Side	
From Savings	
Total	
Less Cash Received	

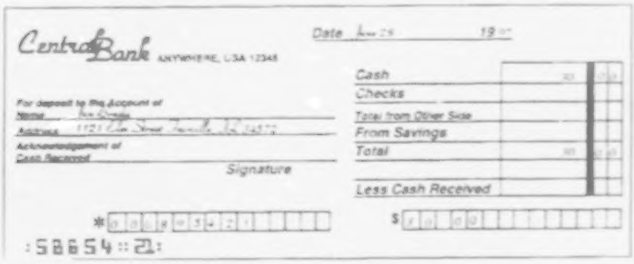
*

$

:58654::21:

You will need to write your name, address, and account number. Then you write the money amounts on a counter deposit slip just like you do on a deposit slip from your checkbook.

Below is the sample counter deposit slip that Jan wrote. Look at now she writes in her name, address and account number.



CentralBank ANYWHERE, USA 12345

Date 19

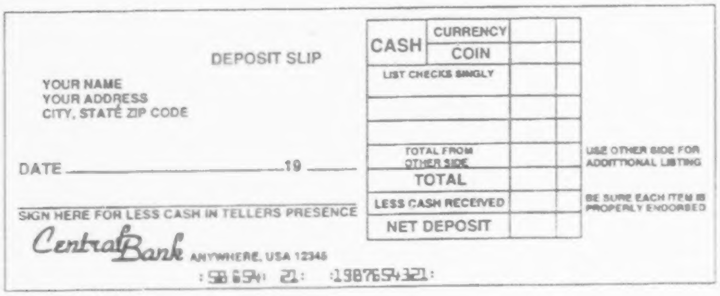
For deposit to the Account of
Name
Address
Acknowledgement of Cash Received
Signature

Cash	
Checks	
Total from Other Side	
From Savings	
Total	
Less Cash Received	

*

$

:58654::21:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

3. Filling Out a Deposit Slip

- There are four parts to fill out on a deposit slip.

Before you can make a deposit, you must fill out the deposit slip. There is a place on the deposit slip for:

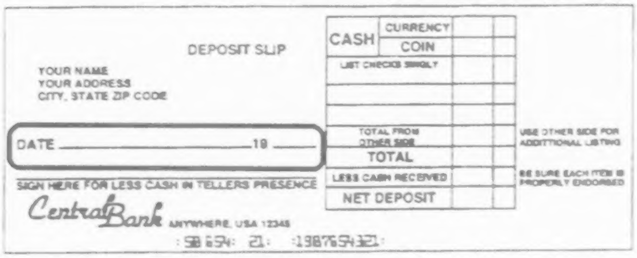
1. Date
2. Cash amounts
3. Checks
4. Cash you want back

We will look at each part separately.

Part #1: *Date*

- When you make a deposit, you need to fill out the date of the deposit on the deposit slip.

There is a place on the deposit slip for you to write in the date you go to the bank and make the deposit. See the sample deposit slip below:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________________ 19 ______

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

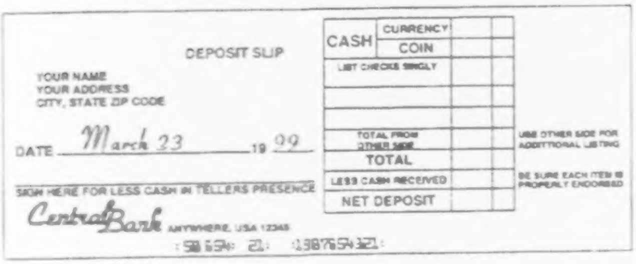
CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

Write the date
March 23, 1999
on
Practice Deposit Slip #1.

Your practice deposit slip should look like this:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE March 23 19 99

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

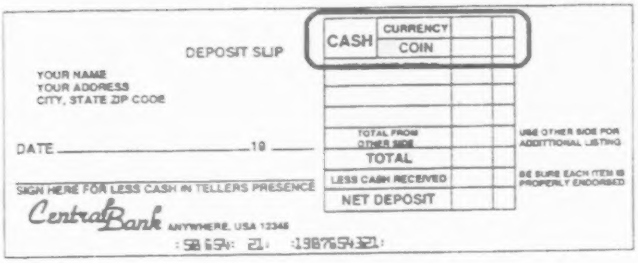
BE SURE EACH ITEM IS PROPERLY ENDORSED

Part #2: *Cash Amounts*

- If you have money you want to deposit, you need to write the amount on your deposit slip.

Suppose you have cash money you want to deposit. You must write in the amount of cash you want to deposit on the deposit slip. **Cash** means **currency** (dollars, paper money) and **coin** (cents).

See the deposit slip below:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ____________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12346

:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

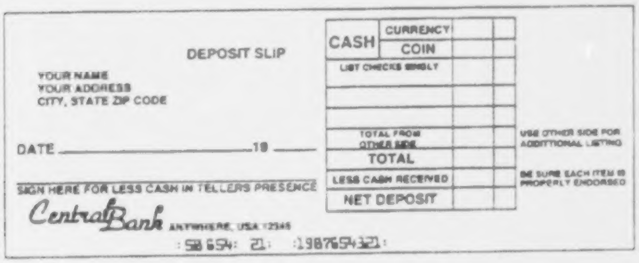
BE SURE EACH ITEM IS PROPERLY ENDORSED

See the line between 10 and 50. It means the **decimal point** for 10.50.

What does cash include?

a. dollars and checks
b. currency and checks
c. checks you want to deposit
d. currency and coin
e. none of the above

Where do you write the amount of cash on a deposit slip? Circle where you write.



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________________19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

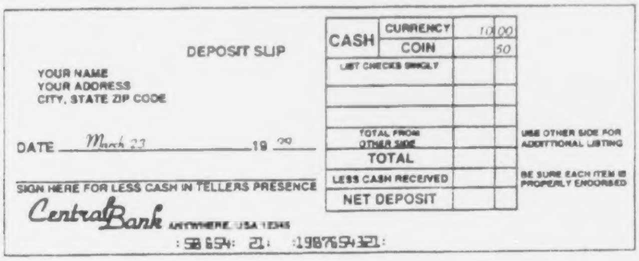
USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

BEST COPY AVAILABLE

Write in
$10.00 in currency
and
.50 in coin
on Practice Deposit Slip #1.

Your practice deposit slip should look like this:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE March 23 19 [illegible]

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH	CURRENCY	10	00
	COIN		50
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

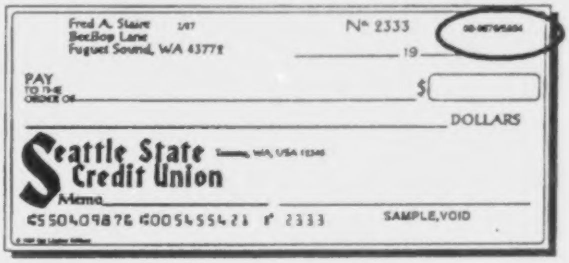
BEST COPY AVAILABLE

Part #3: *Checks*

- To deposit checks, you must write down the **bank number** *and* the **amount** of the checks on the deposit slip.
- After you write down all the money on your deposit slip, you must figure your total.

Suppose your mom gives you a check for your birthday. You want to deposit this check into your account. Your bank has to get the money from your mother's bank. How do they know which bank is your mother's? They use the **bank number**. Every check has a bank number. The bank number tells your bank where each check comes from. The bank number is in the upper right corner of the check.

The bank number is circled on this sample check:



Fred A. Staire
BeeBop Lane
Fuguet Sound, WA 43771

Nº 2333

19

PAY
TO THE
ORDER OF

$

DOLLARS

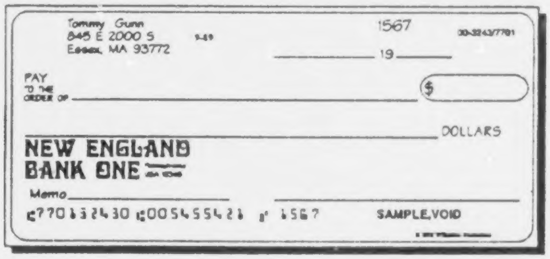
Seattle State
Credit Union

Memo

⑆550409876⑆005455421 ⑈ 2333

SAMPLE,VOID

Circle the bank number.



Tommy Gunn
845 E 2000 S
Essex, MA 93772

1567

30-3243/7701

19

PAY
TO THE
ORDER OF

$

DOLLARS

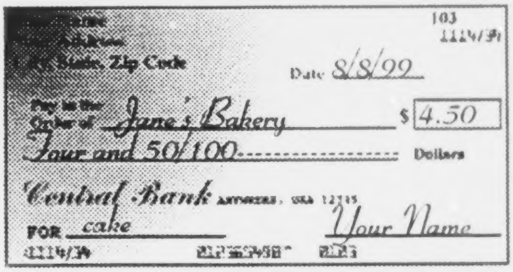
NEW ENGLAND
BANK ONE

Memo

⑆770132430⑆0054555421⑈ 1567

SAMPLE,VOID

Circle the bank number.



City, State, Zip Code

103

Date 8/8/99

Pay to the Order of Jane's Bakery $ 4.50

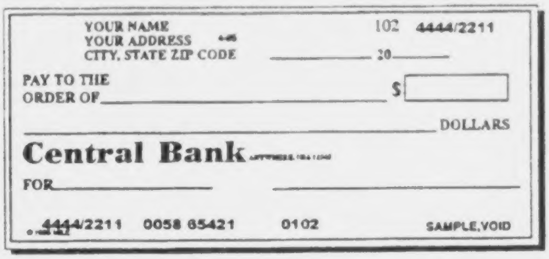
Four and 50/100 Dollars

Central Bank

FOR cake

Your Name

What is the bank number on this check?



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102 4444/2211

20

PAY TO THE ORDER OF $

DOLLARS

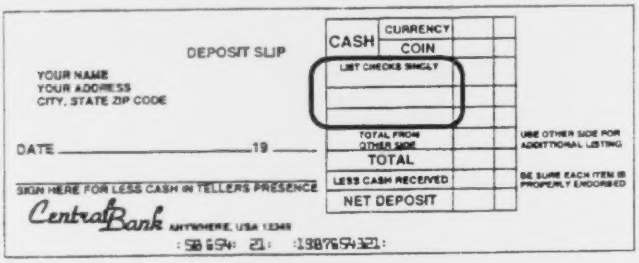
Central Bank

FOR

4444/2211 0058 65421 0102 SAMPLE,VOID

a. 4444/2211
b. 0102
c. 0058 65421
d. 4444/2211 0058 65421

This is where to put the bank number on a deposit slip:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ____________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

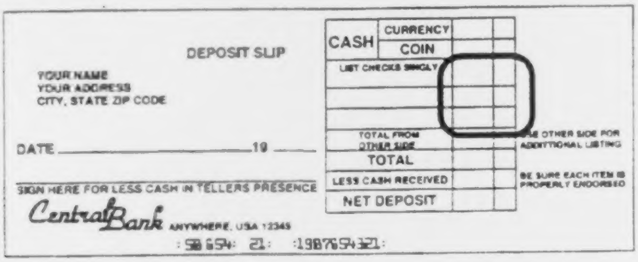
:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

When you deposit a check, you must write in the **amount of the check** on the deposit slip. The amount of the check goes here:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ____________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

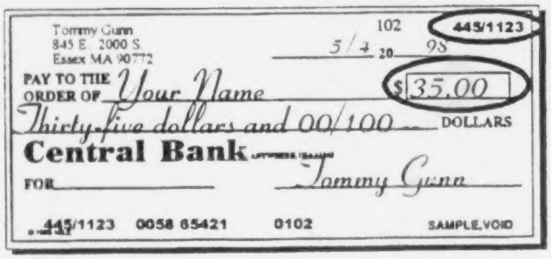
:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

BEST COPY AVAILABLE



Tommy Gunn
845 E. 2000 S.
Essex MA 90772

102 445/1123

5/4 20 98

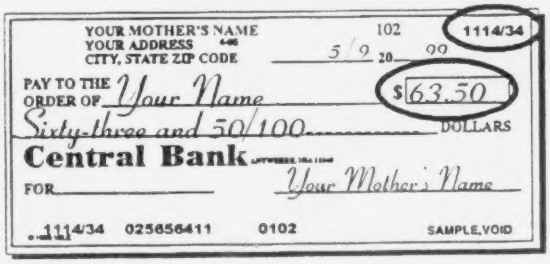
PAY TO THE ORDER OF Your Name $ 35.00

Thirty-five dollars and 00/100 DOLLARS

Central Bank

FOR Tommy Gunn

445/1123 0058 65421 0102 SAMPLE,VOID



YOUR MOTHER'S NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102 1114/34

5/9 20 99

PAY TO THE ORDER OF Your Name $ 63.50

Sixty-three and 50/100 DOLLARS

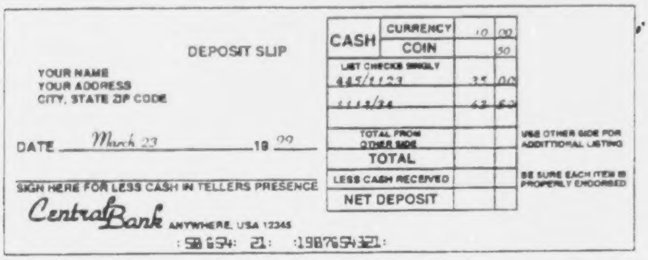
Central Bank

FOR Your Mother's Name

1114/34 025656411 0102 SAMPLE,VOID

Write the check number
and the amount
from these two checks
on Practice Deposit Slip #1.

Your practice deposit slip should look like this:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE March 23 19 99

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 634: 21: :1987654321:

CASH	CURRENCY	10	00
	COIN		50
LIST CHECKS SINGLY 445/1123		35	00
1113/24		63	50
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

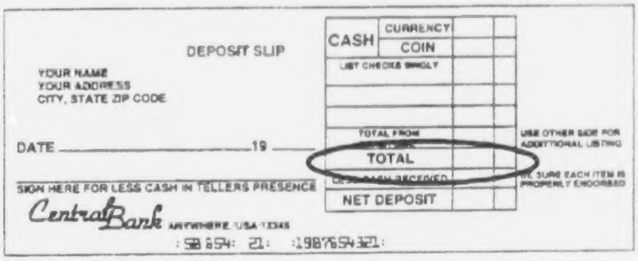
USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

Notice the line between 35 and 00, and between 63 and 50. The line is like a decimal point for 35.00 and for 63.50. It separates the dollars from the cents.

BEST COPY AVAILABLE

After you fill out the amount of cash and/or check, you must figure the **total**. To figure the total, you must *add* the money amounts. Then you write the total here:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ____________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA TEXAS

:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

BEST COPY AVAILABLE

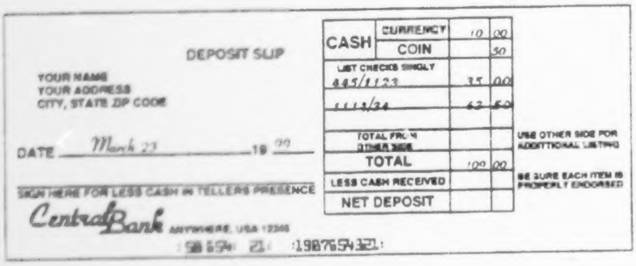
On your practice deposit slip, you want to deposit $10.50 in cash, and $35.00 and $63.50 in checks. Now you need to *add*:

$10.00	(currency)
$.50	(coin)
$35.00	(From Tommy Gunn check)
+$63.50	(From Your Mother check)
$109.00	(total)

Caution:
You must be careful when you copy the numbers off the checks. Look at your deposit slip to see if you wrote the numbers down right. If you write down the wrong amount, your total will be wrong and your deposit will be wrong. BE CAREFUL!

Write the total amount
$109.00
on Practice Deposit Slip #1.

Your practice deposit slip should look like this:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE March 23 19 99

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

⑆58654⑆ 21⑈ ⑆1987654321⑆

CASH	CURRENCY	10	00
	COIN		50
LIST CHECKS SINGLY 445/1123		35	00
1113/24		62	50
TOTAL FROM OTHER SIDE			
TOTAL		100	00
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

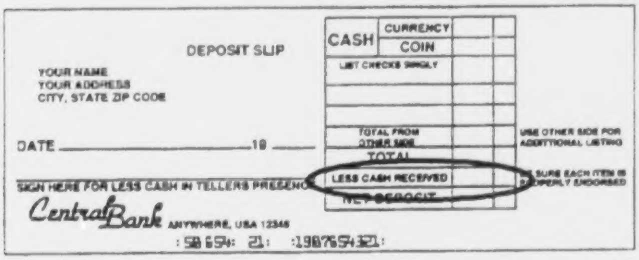
BE SURE EACH ITEM IS PROPERLY ENDORSED

Part #4: *Less Cash*

- You don't have to deposit the whole check. You can get 'cash back'.
- If you want cash back when you deposit a check, you need to sign your name on the deposit slip.
- After you fill out some information on your deposit slip, you must figure your **net deposit**.

Sometimes you don't want to deposit the whole check. Sometimes you want to keep some money for spending. This is called getting 'cash back'. To get cash back, you write how much money you want in the box called **Less Cash.**

See the deposit slip below:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ____________________19 _____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

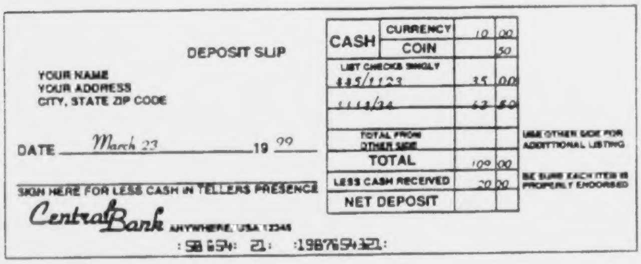
BE SURE EACH ITEM IS PROPERLY ENDORSED

You do not have to write why you want the cash back. The amount of cash you want back from your deposit **must** be *less than the amount of the total deposit.*

BEST COPY AVAILABLE

You are depositing $109.00.
Suppose you want $20.00 for spending.
Write $20.00 in the Less Cash box
on Practice Deposit Slip #1.

Your practice deposit slip should look like this:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE March 23 19 99

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

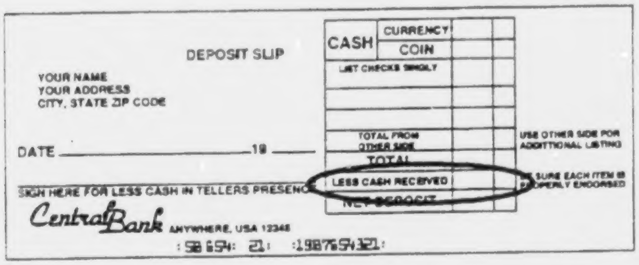
:58 654: 21: :1987654321:

CASH	CURRENCY	10	00
	COIN		50
LIST CHECKS SINGLY 885/1123		35	00
1113/34		63	50
TOTAL FROM OTHER SIDE			
TOTAL		109	00
LESS CASH RECEIVED		20	00
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

What goes here?



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

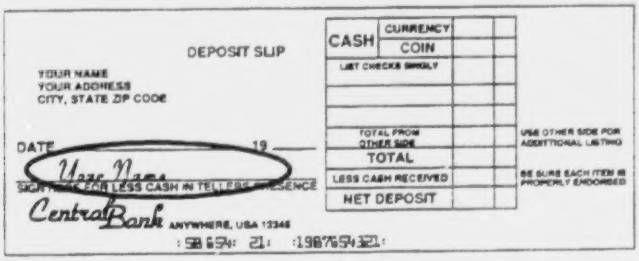
USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

a. the amount of cash you are depositing
b. the amount of cash you want back
c. the total amount of your deposit
d. none of the above

BEST COPY AVAILABLE

When you get cash back, you **must** sign your name on the deposit slip. It is better to **wait** to sign your name until you are with the bank teller. Why? That way no one else can use it. Below is a deposit slip with a signature:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ____________ 19 ____

Your Name
SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

Central Bank ANYWHERE, USA 12345

:58654: 21: :1987654321:

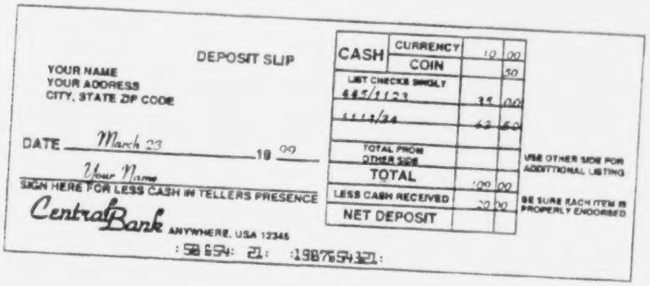
CASH	CURRENCY			
	COIN			
LIST CHECKS SINGLY				
TOTAL FROM OTHER SIDE				USE OTHER SIDE FOR ADDITIONAL LISTING
TOTAL				
LESS CASH RECEIVED				BE SURE EACH ITEM IS PROPERLY ENDORSED
NET DEPOSIT				

You want cash back from your deposit. What must you do?

a. deposit cash with the check
b. ask the teller to sign your deposit slip
c. write down why you want the cash back
d sign your name on the deposit slip
e. all of the above

Sign 'Your Name'
on Practice Deposit Slip #1.

Your practice deposit slip should look like this:



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE March 23 19 99

Your Name
SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58654: 21: :1987654321:

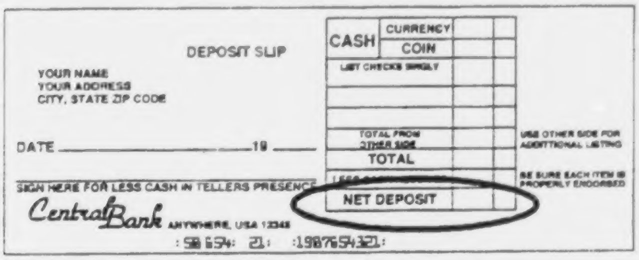
CASH	CURRENCY	10	00
	COIN		50
LIST CHECKS SINGLY 445/1123		35	00
1113/24		63	50
TOTAL FROM OTHER SIDE			
TOTAL		100	00
LESS CASH RECEIVED		20	00
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

BEST COPY AVAILABLE

After you have filled out all the amounts on your deposit slip, you must **figure** your **net deposit**. Net deposit means the total you want to deposit *after* you add all your check and cash amounts and subtract your less cash amount. You write this number in the Net Deposit box.



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ____________________ 19 ______

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58634: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

BEST COPY AVAILABLE

How do you figure your net deposit? You must *subtract* $20.00 from $109.00:

$109.00 (total)
-$ 20.00 (less cash)
$ 89.00 (net deposit)

Write in your net deposit on Practice Deposit Slip #1.

✓ Suppose you do *not* want cash back from your deposit. Do you subtract any money from your total? No! You just *copy* the **Total** amount to the **Net Deposit** box.

You have $109.00 to deposit. Suppose you do not want $20.00 cash back. What would you write in the Net Deposit box? $109.00. Your **Total** would be the same as your **Net Deposit**.

Practice Deposit Slip #1

DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH	CURRENCY			
	COIN			
LIST CHECKS SINGLY				
TOTAL FROM OTHER SIDE				USE OTHER SIDE FOR ADDITIONAL LISTING
TOTAL				
LESS CASH RECEIVED				BE SURE EACH ITEM IS PROPERLY ENDORSED
NET DEPOSIT				

Practice Deposit Slip #1 should look like this:

DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE *March 23* 19 *99*

Your Name
SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

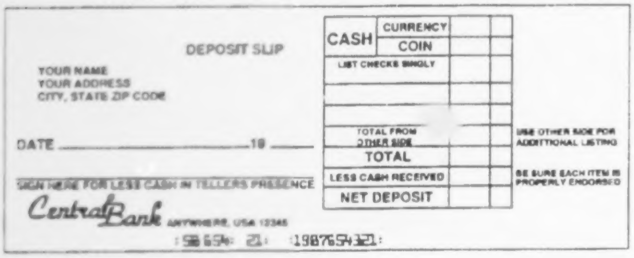
:58 654: 21: :1987654321:

CASH	CURRENCY	*10*	*00*	
	COIN		*50*	
LIST CHECKS SINGLY				
445/1123		*35*	*00*	
1114/34		*63*	*50*	
TOTAL FROM OTHER SIDE				USE OTHER SIDE FOR ADDITIONAL LISTING
TOTAL		*109*	*00*	
LESS CASH RECEIVED		*20*	*00*	BE SURE EACH ITEM IS PROPERLY ENDORSED
NET DEPOSIT		*89*	*00*	

4. Practice Deposit Slips

Fill out Practice Deposit Slip Number 2:

Cash: $5.00 (coin)
Check: $25.00
Bank Number: 453/2345
Date: September 21, 1990



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

Central Bank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH CURRENCY			
CASH COIN			
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

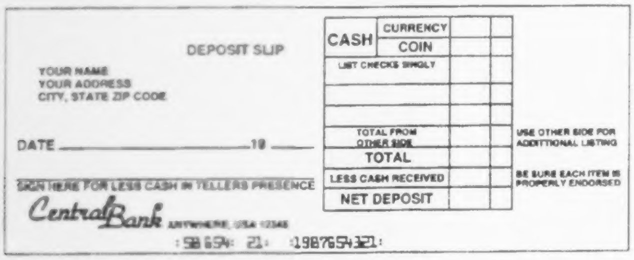
USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

Fill out Practice Deposit Slip Number 3:

Check:	**Bank Number:**
$30.10	1122/7780
$12.40	1290/6635

Date: November 19, 1957
Less Cash: $5.00



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

Central Bank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH CURRENCY			
CASH COIN			
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

7.4

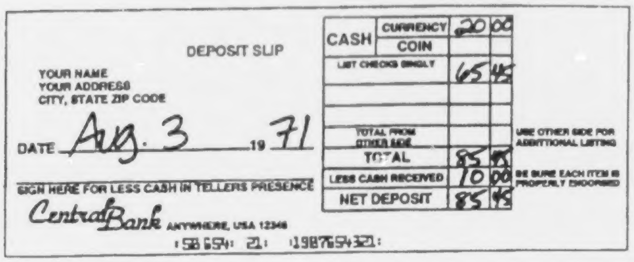
Practice Deposit Slips

NOTES:

Worksheets A-D: What's Wrong

Circle the mistakes on each deposit slip. There may be more than one mistake on each one.

A



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE Aug. 3 19 71

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

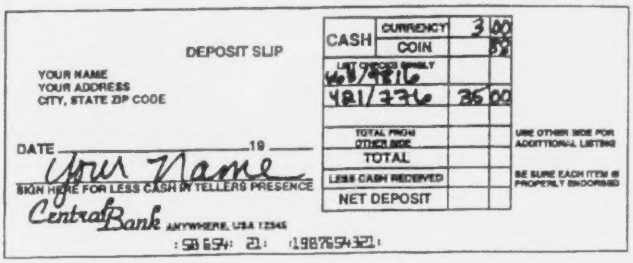
CentralBank ANYWHERE, USA 12345
:58654: 21: :1987654321:

CASH	CURRENCY	20	00
	COIN		
LIST CHECKS SINGLY		65	45
TOTAL FROM OTHER SIDE			
TOTAL		85	45
LESS CASH RECEIVED		10	00
NET DEPOSIT		85	45

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

B



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE 19

Your Name

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345
:58654: 21: :1987654321:

CASH	CURRENCY	3	00
	COIN		89
LIST CHECKS SINGLY 463/9816			
481/336		36	00
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

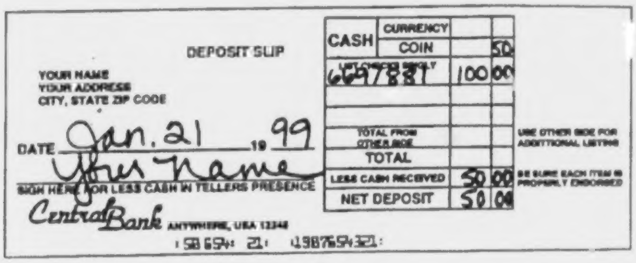
BEST COPY AVAILABLE

7.4

Practice Deposit Slips

NOTES:

C



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE Jan. 21 19 99

Your Name
SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

Central Bank ANYWHERE, USA 12348

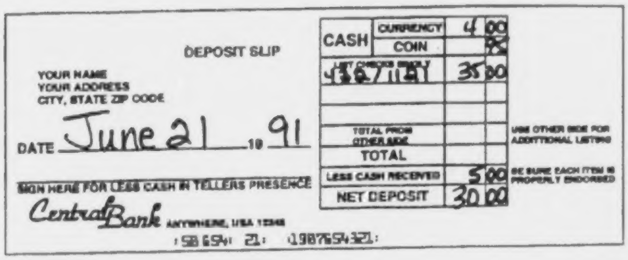
⑆58 654⑆ 21⑆ ⑈1987654321⑈

CASH	CURRENCY		
	COIN		50
LIST CHECKS SINGLY 6697881		100	00
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED		50	00
NET DEPOSIT		50	00

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

D



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE June 21 19 91

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

Central Bank ANYWHERE, USA 12348

⑆58 654⑆ 21⑆ ⑈1987654321⑈

CASH	CURRENCY	4	00
	COIN		[illegible]
LIST CHECKS SINGLY [illegible]		35	00
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED		5	00
NET DEPOSIT		30	00

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

☑ **Check your answers in the answer key.**

5. Depositing at the Bank

- Before you go to the bank, be sure you have everything you need to make your deposit.
- At the bank, you must do **four** things to make a deposit.

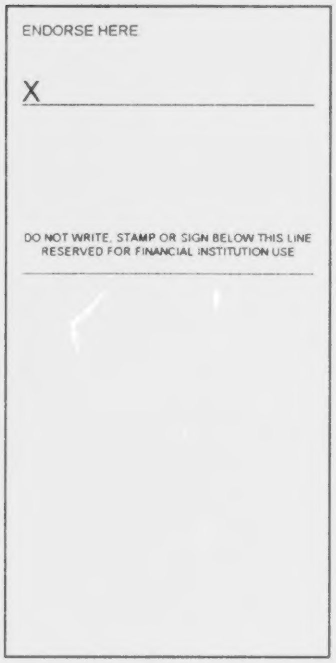
There are 4 things you need to take with you to the bank when you want to make a deposit:

1. your picture ID card
2. your account number
3. your deposit slip
4. the cash and the checks you want to deposit

After you arrive at the bank, there are 4 steps to making a deposit.

1. **endorse** all checks *you want to deposit*
2. sign the deposit slip for cash back
3. give the deposit slip and money to the bank teller
4. get a receipt from the teller

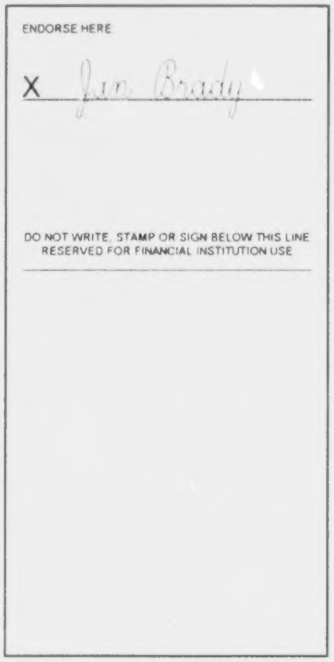
✓ When you deposit a check, you must sign your name on the back of the check. This is called an **endorsement**. This is to help keep your money safe. If someone writes you a check, the check can only be deposited in **your** account. **You** must endorse the check or the bank will not deposit the check for you. There is a line on the **back of the check** for you to endorse. See the back of the check below. The signature on the back is the **endorsement**. Jan Brady endorsed a check someone wrote to her. Now she can deposit it or cash it.



ENDORSE HERE

X

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE



ENDORSE HERE

X Jan Brady

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

Caution:

When you make a deposit to your checking account, you must keep a record of how much money is in your account. You will learn how to do this in the next lesson on CD #8. It is called **Recording Your Deposit in Your Check Register.** If you do not write your deposit in the check register, you will not know how much money you have in your account. You will not know if you have enough money to pay your bills.

NOTES:

6. Quick Review

What should you bring to the bank to make a deposit?

When you get to the bank, what do you need to do to make a deposit?

What information does the bank need to be able to make a deposit to your account?

What is it called when you want money back when you make a deposit?

What 2 things are listed under cash?

What do you do after you fill out your deposit slip?

If you want cash back, what will the teller ask you to do?

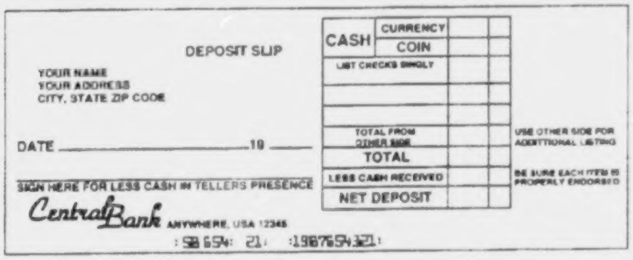
BEST COPY AVAILABLE

NOTES:

7. On Your Own

Use the blank deposit slips below to write at home for practice. Decide if you want cash back. Then figure your Net Deposit. Compare your deposit slips with the ones you wrote during this lesson. Make sure that you have written each part of the deposit slip correctly, and that you have finished the deposit slip completely.

Practice Exercise 1



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

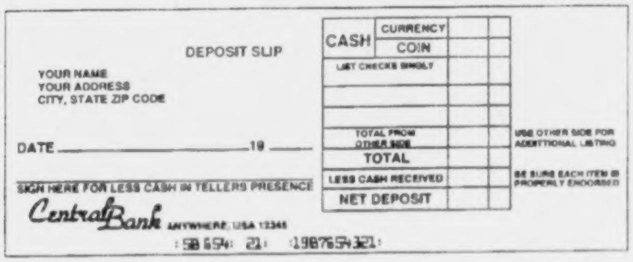
:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

Practice Exercise 2



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

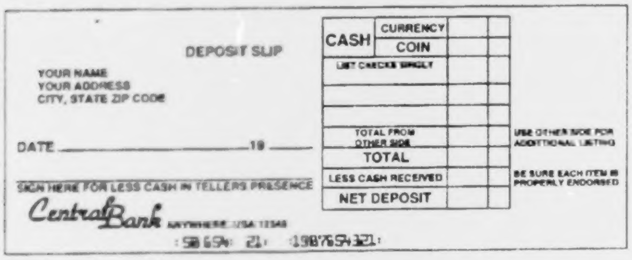
USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

7.7 On Your Own

NOTES:

Practice Exercise 3



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE USA 12345

:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

It is very important for you to know how to fill out a deposit slip the right way. You use a deposit slip to show the bank teller how you want to deposit your money into your account. If you don't fill it out right, the teller might make a mistake too! Then you will not have the right amount of money in your account!

Next Step: If you made mistakes, you need to review. If you filled the deposit slips out right, give yourself a pat on the back!

Answer Key

Why do you need to fill out a deposit slip? (p. 2)

a. to pay someone through the bank
☞ b. to put money in the bank
c. to take money out of the bank
d. to open a savings account
e. none of the above

What does the bank need to deposit money into your account? (p. 4)

a. your name, date, account number
b. the amount of the checks, the amount of cash
c. total amount of deposit
☞ d. all of the above

NOTES:

☑ Answer Key-Lesson 7

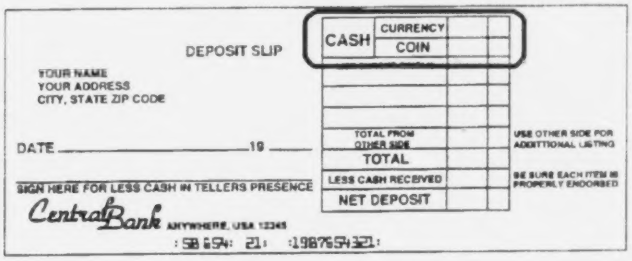
What is already printed on the deposit slips in your personal checkbook? (p. 4)

- ☞ a. your name and account number
- b. your name and Social Security number
- c. your name and check number
- d. your name and I.D. number

What does cash include? (p. 13)

- a. dollars and checks
- b. currency and checks
- c. checks you want to deposit
- ☞ d. currency and coin
- e. none of the above

Where do you write the amount of cash on a deposit slip? Circle where you write. (p. 14)



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________ 19 ____

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

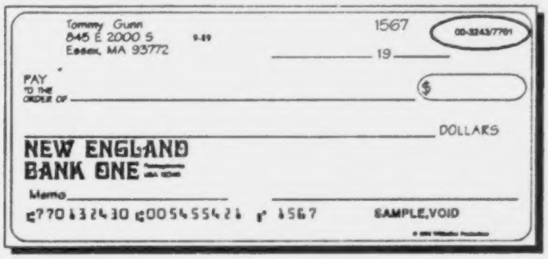
BE SURE EACH ITEM IS PROPERLY ENDORSED

NOTES:

Answer Key-Lesson 7

NOTES:

Circle the bank number. (p. 19)



Tommy Gunn
845 E 2000 S
Essex, MA 93772

1567

19

PAY TO THE ORDER OF

$

DOLLARS

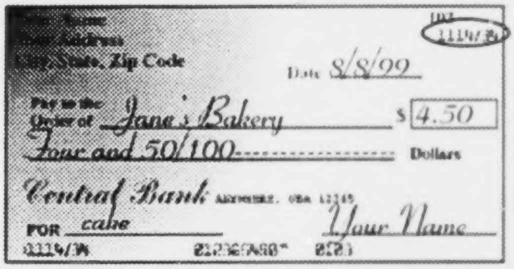
NEW ENGLAND BANK ONE

Memo

770132430 0054555421 1567

SAMPLE,VOID

Circle the bank number. (p. 20)



Zip Code

Date 8/8/99

Pay to the Order of Jane's Bakery $ 4.50

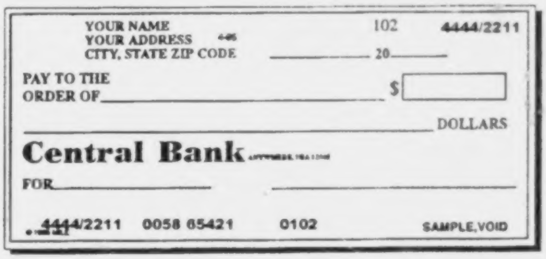
Four and 50/100 Dollars

Central Bank

FOR cake

Your Name

What is the bank number on this check? (p. 21)



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102

4444/2211

20

PAY TO THE ORDER OF

$

DOLLARS

Central Bank

FOR

4444/2211 0058 65421 0102

SAMPLE,VOID

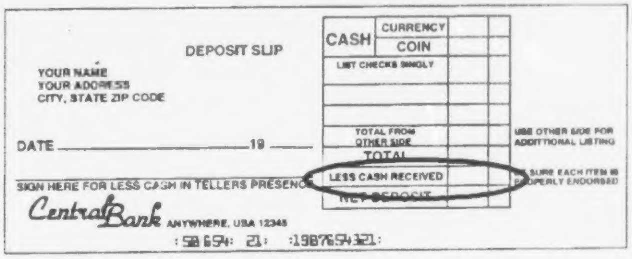
☞ a. 4444/2211
b. 0102
c. 0058 65421
d. 4444/2211 0058 65421

BEST COPY AVAILABLE

Answer Key-Lesson 7

NOTES:

What goes here? (p. 35)



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ____________________19 ______

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

a. the amount of cash you are depositing
☞ b. the amount of cash you want back
c. the total amount of your deposit
d. none of the above

You want cash back from your deposit. What must you do? (p. 37)

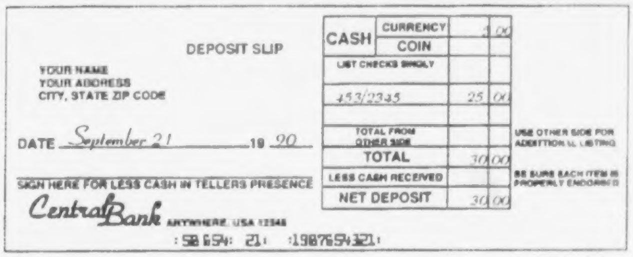
a. deposit cash with the check
b. ask the teller to sign your deposit slip
c. write down why you want the cash back
☞ d sign your name on the deposit slip
e. all of the above

☑ Answer Key-Lesson 7

NOTES:

Fill out Practice Deposit Slip Number 2: (p. 46)

Cash: $5,00 (coin)
Check: $25.00
Bank Number: 453/2345
Date: September 21, 1990



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE September 21 19 90

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345
:58 654: 21: :1987654321:

CASH	CURRENCY	5	00
	COIN		
LIST CHECKS SINGLY			
453/2345		25	00
TOTAL FROM OTHER SIDE			
TOTAL		30	00
LESS CASH RECEIVED			
NET DEPOSIT		30	00

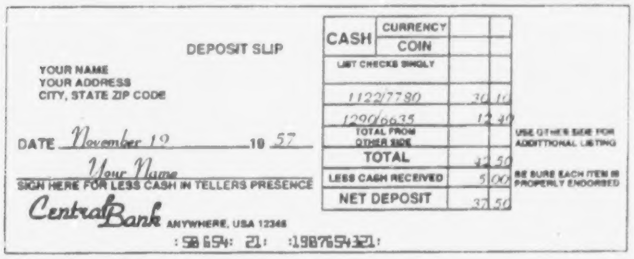
USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

Fill out Practice Deposit Slip Number 3: (p. 46)

Check:	**Bank Number:**
$30.10	1122/7780
$12.40	1290/6635

Date: November 19, 1957
Less Cash: $5.00



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE November 19 19 57

Your Name
SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345
:58 654: 21: :1987654321:

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
1122/7780		30	10
1290/6635		12	40
TOTAL FROM OTHER SIDE			
TOTAL		42	50
LESS CASH RECEIVED		5	00
NET DEPOSIT		37	50

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

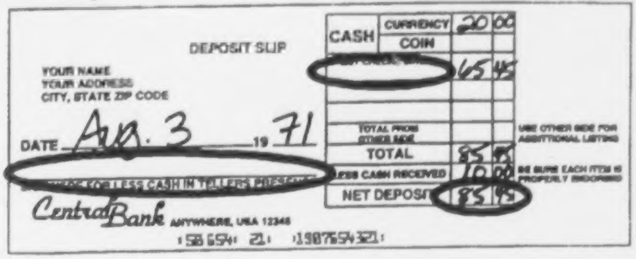
Answer Key-Lesson 7

NOTES:

Worksheets A-D: What's Wrong

Circle the mistakes on each deposit slip. There may be more than one mistake on each one.

A (p. 47)



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE Aug. 3 19 71

LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345
58 654 21 1987654321

CASH	CURRENCY	20	00
	COIN		
		65	45
TOTAL FROM OTHER SIDE			
TOTAL		85	45
LESS CASH RECEIVED		10	00
NET DEPOSIT		85	45

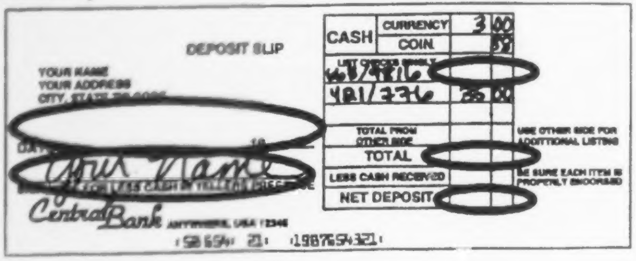
USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

1. The bank number is missing. A check amount is written in (65.45), but no bank number is written in for it.
2. The Net Deposit amount is wrong. If there is any cash back in the Less Cash box, you need to **subtract** the cash back from the amount in the Total box.
3. There is no signature for the cash back. If you get cash back, you must sign your deposit slip.

Answer Key-Lesson 7

B (p. 47)



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ______________ 19___

Your Name

SIGN HERE FOR LESS CASH IN TELLER'S PRESENCE

Central Bank ANYWHERE, USA 12345

:58654: 21: :987654321:

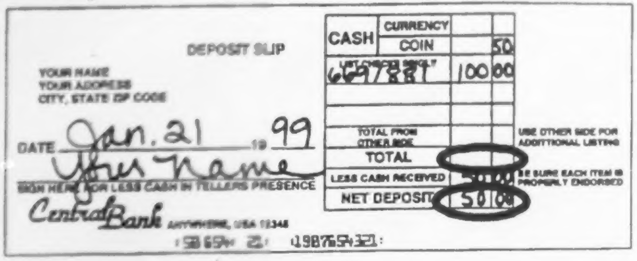
CASH	CURRENCY	3	00
	COIN		59
LIST CHECKS SINGLY			
669/4816			
481/7736		35	00
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

1. The date is missing.
2. You only need to sign the deposit slip if you are getting cash back. There is no cash back written in the Less Cash, so you do not need to sign it.
3. There is no amount written for the first check.
4. There is no amount in the Total. You must add the Total before going to the Net Deposit.
5. The Net Deposit is missing. You must fill in the Net Deposit to be sure that the right amount is deposited into your account.

C (p. 48)



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE Jan. 21 19 99

Your Name

SIGN HERE FOR LESS CASH IN TELLER'S PRESENCE

Central Bank ANYWHERE, USA 12345

:58654: 21: :987654321:

CASH	CURRENCY		
	COIN		50
LIST CHECKS SINGLY			
669/7881		100	00
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED		50	00
NET DEPOSIT		50	00

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

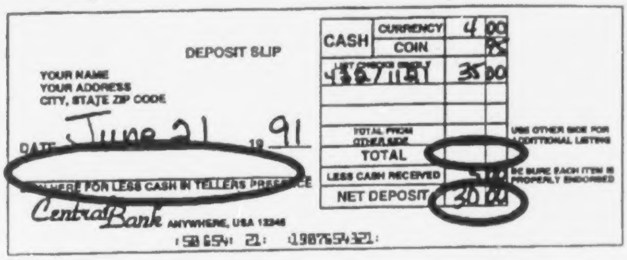
1. The amount in the Total box is missing.
2. The net deposit is wrong. The total is $100.50. The less cash is $50.00. The net deposit should be $50.50.

NOTES:

☑ **Answer Key-Lesson 7**

NOTES:

D (p. 48)



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE June 21 19 91

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CentralBank ANYWHERE, USA 12345

⑆58654⑆ 21: ⑈987654321⑈

CASH	CURRENCY	4	00
	COIN		[illegible]
LIST CHECKS SINGLY	[illegible]	35	00
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED		5	[illegible]
NET DEPOSIT		30	00

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

1. The total is missing. It should be $39.95.
2. The net deposit is figured wrong. It should be $34.95, not $30.00.
3. The signature is missing.

Quick Review (p. 51)

What should you bring to the bank to make a deposit?

Bring your picture ID card, checkbook or account number, plus cash and/or check you want to deposit.

When you get to the bank, what do you need to do to make a deposit?

Fill out a deposit slip in your checkbook or a counter deposit slip.

What information does the bank need to be able to make a deposit to your account?

Your name, date, check amount of the deposit, cash amount of the deposit, total deposit amount, and your account number.

☑ Answer Key-Lesson 7

NOTES:

What is it called when you want money back when you make a deposit?

It is called "Less Cash."

What 2 things are listed under cash?

Cash has two things: currency and coin.

What do you do after you fill out your deposit slip?

Deposit your money through the bank teller.

If you want cash back, what will the teller ask you to do?

The teller will ask you to sign your name.

Recording
Deposits in
the Check
Register

8. Recording Deposits in the Check Register

Lessons on CD:

Pretest

1. Why Record Deposits? 1
2. Check Register 3
3. How to Record Deposits 6
4. Practice 36
5. Preparing to Make a Deposit 37
6. Quick Review 38
7. On Your Own 39

Answer Key 40

Vocabulary from this Lesson:

Balance
Bankbook
Bank Transaction
Checkbook
Check Register
Date
Deposit
Deposit / Credit
Figure
Receipt
Record

Pretest 8
Recording Deposits in the Check Register

Pass *Review*

1. Why Record Deposits

☐ ☐

Why do you need to record your deposits in the check register?

____

____

2. Check Register

☐ ☐

Below is a blank check register. Name the 4 columns that are used to record deposits.

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
			$			$		Check or Dep		
								Bal.		
								Check or Dep		
								Bal.		
								Check or Dep		
								Bal.		
								Check or Dep		
								Bal.		
								Check or Dep		
								Bal.		

1. ____________________________________
2. ____________________________________
3. ____________________________________
4. ____________________________________

Pass ☐ *Review* ☐

3. How to Record Deposits

Below is a blank check register. Your account balance is $100.00. You deposit your paycheck for $450.00 on July 20, 1996. Record this in the check register and figure your new balance.

CHECK REGISTER										
CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
			$			$		Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		

BEST COPY AVAILABLE

NOTES:

1. Why Record Deposits?

- When you deposit money into your account, you need to write it down and keep a record of it.
- It is important that you keep a record of your deposits. Why? So that you will know how much money you have in your account.

When you put money into your account, you are making a deposit. A **deposit** means you put money into your account. When you make a deposit, you need to record your deposit. To **record** a deposit means that you write down each deposit in your **check register**. Then you add the amount to your account balance.

When you make a deposit, it is very important that you keep a record of your deposits. You will know how much money you have in your checking account if you keep a good record in your **check register**. If you do not write everything in your check register, you will not know how much money you have. If you do not know how much money you have, you can get in trouble.

For example, suppose you forget to write down the amount of a deposit. At the end of the month, you have bills to pay. It looks like you do not have any money in your account. You do have money in your account, but your check register does not show it. You forgot to write it down.

8.1 Why Record Deposits?

NOTES:

If you forget to write down the amount you deposit, you will not know how much money you have in your account. That is why you need to keep a record of your deposits. That way, you will always know how much money you have in your account.

You want to record a deposit. You will...

a. write a note to yourself
b. ask the teller to keep the record
c. write the deposit in your check register
d. none of the above

Why is it important to record your deposits?

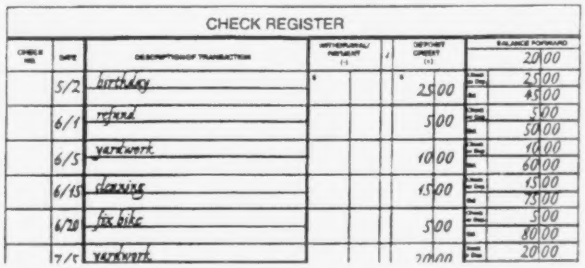
a. to know if you have money to write a check
b. to know how much money is in your account
c. to know if you can pay your bills
d. all of the above

NOTES:

2. Check Register

- A check register is where you write down everything you do with the money in your account.
- A check register is a place for you to keep a record of your deposits.

A check register is a place for you to record all of your **bank transactions**. You make a bank transaction when you take money out of or put money into your bank account. Withdrawing money, depositing money, writing checks, getting cash from your account are all bank transactions. In this lesson, you will learn how to record **deposits** in the check register. See the check register below:



CHECK REGISTER

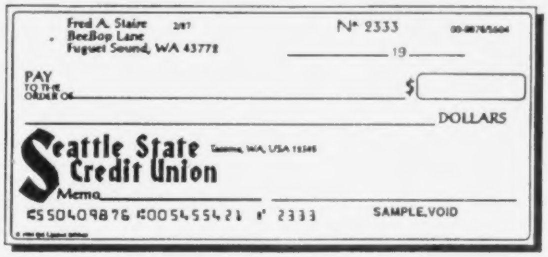
CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)	✓	DEPOSIT/ CREDIT (+)	BALANCE FORWARD
						20 00
	5/2	birthday	$		$ 25 00	25 00 45 00
	6/1	refund			5 00	5 00 50 00
	6/5	yardwork			10 00	10 00 60 00
	6/15	cleaning			15 00	15 00 75 00
	6/20	fix bike			5 00	5 00 80 00
	7/5	yardwork			20 00	20 00

Using a check register is a good way for you to keep a record of your account balance. Remember, an account balance means the amount of money you have in your checking account. You must write down all of your deposits in your check register to know your account balance.

8.2 Check Register

NOTES:

Circle the check register.



Fred A. Staire
BeeBop Lane
Fuguet Sound, WA 43772

Nº 2333

19

PAY TO THE ORDER OF $

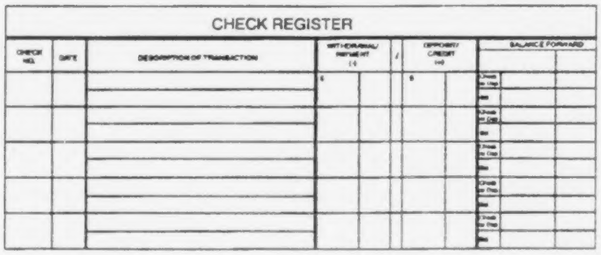
DOLLARS

Seattle State Credit Union

Memo

⑆550409876⑆005455421⑈ 2333

SAMPLE.VOID

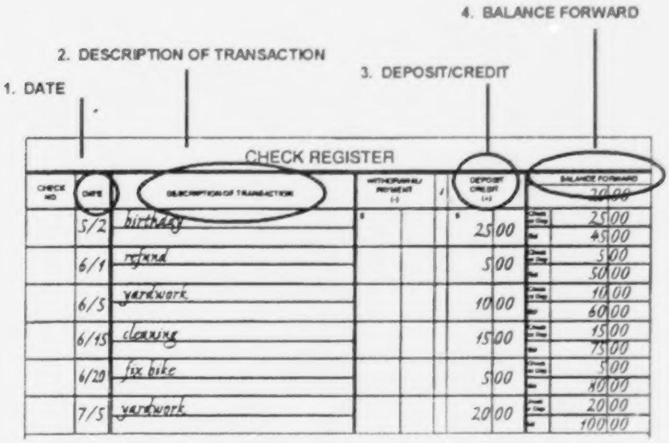


CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)	✓	DEPOSIT/ CREDIT (+)	BALANCE FORWARD
			$		$	

Caution:
This lesson uses one kind of check register. The check registers at different banks may look a little different. You should find out from your bank what kind of check register they use.

NOTES:


4. BALANCE FORWARD
2. DESCRIPTION OF TRANSACTION
3. DEPOSIT/CREDIT
1. DATE
CHECK REGISTER

CHECK NO	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)	✓	DEPOSIT CREDIT (+)	BALANCE FORWARD 20.00
	5/2	birthday			25.00	25.00 45.00
	6/1	refund			5.00	5.00 50.00
	6/5	yardwork			10.00	10.00 60.00
	6/15	cleaning			15.00	15.00 75.00
	6/20	fix bike			5.00	5.00 80.00
	7/5	yardwork			20.00	20.00 100.00

3. How to Record Deposits

See the four columns circled above. You will use these **four** columns in the check register to record **deposits**. These columns will help you remember: 1) when you made the deposit, 2) where the money came from, 3) how much money you deposited, and 4) what your new balance is after the deposit.

You want to write down a deposit in your check register. What 4 columns will you use?

a. ________________

b. ________________

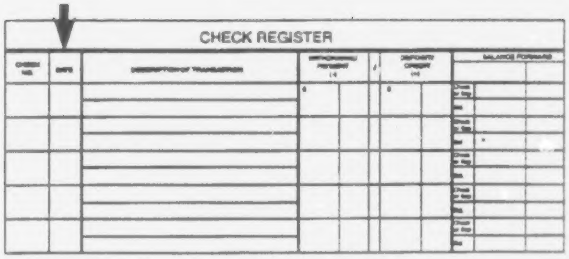
c. ________________

d. ________________

When You Make the Deposit: The Date

- The date is the month and day you make a deposit.

When you record a deposit in your check register, you need to write down the **date**. The date tells you when you made the deposit. Suppose I deposit my paycheck on December 20th. December is the 12th month, so I would write 12/20 in the DATE column.



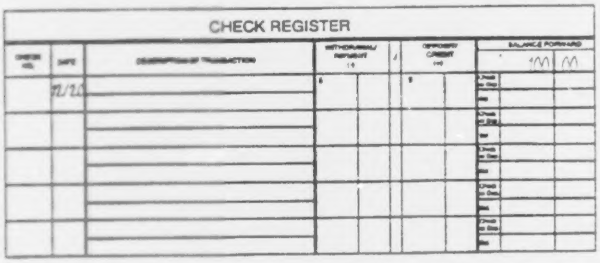
What do you write in this column?

a. where the money is from
b. the amount of the deposit
c. the date the deposit was made
d. the account balance
e. none of the above

BEST COPY AVAILABLE

Write the date
12/20
on Practice Check Register #1.

Practice Check Register #1 should look like this:



CHECK REGISTER

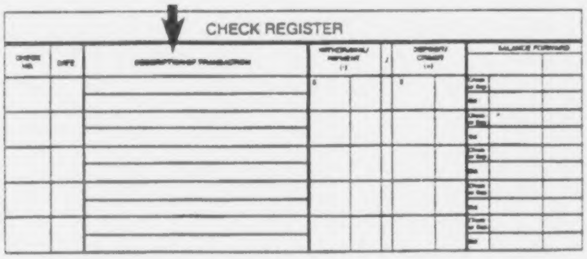
12/20

100 00

Where the Money Came From: Description of Transaction

- The description of transaction shows who or where the deposit came from.

Each check register has a place where you can write down the **description of transaction**. What do you write here? You will write where the money came from that you want to deposit. Suppose you want to deposit a paycheck. You would write "paycheck" in the description of transaction column.

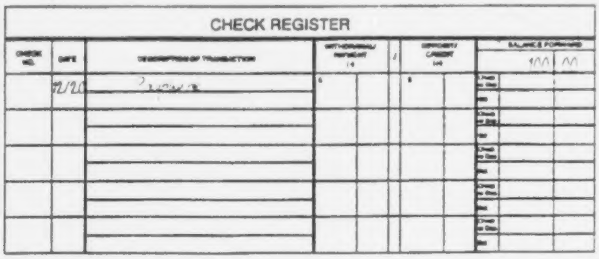


What do you write in this column?

a. where the money is from
b. the amount of the deposit
c. the date the deposit was made
d. the account balance
e. none of the above

Write
'paycheck'
for the Description of Transaction
on Practice Check Register #1.

Practice Check Register #1 should look like this:



CHECK REGISTER

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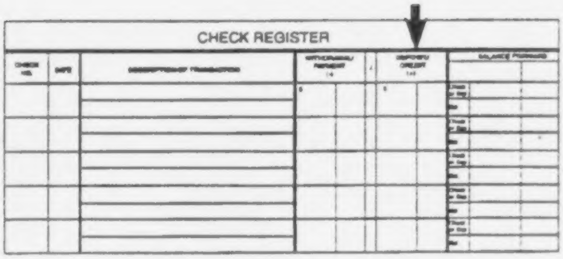
How Much Money in the Deposit: The Amount

- You will use the deposit/credit column and the balance column to record your deposits.

You want to keep a record of how much money you have in the bank. You must know how much money you put in your account *and* you must add it to what is already there. So, when you write the amount of your deposit, it goes in **two** places: the **deposit/credit** column, and the **balance forward** column.



What do you write in this column?

a. where the money is from
b. the amount of the deposit
c. the date the deposit was made
d. the account balance
e. none of the above

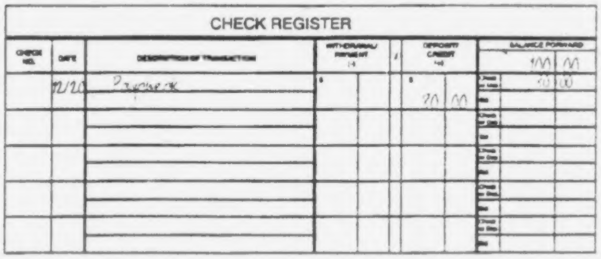
Look at Practice Check Register #1. We want to record the deposit for the $80.00 paycheck.

First, you will write $80.00 in the **deposit/credit** column. Notice the line in the middle. This line separates the dollars from the cents like a decimal point. The dollars go on the left, and the cents go on the right. Also, you do not have to put the $ in this column. You know you are depositing money.

Next, you must write the $80.00 in the Balance Column.

Write
$80.00
on Practice Check Register #1.
Remember to write $80.00 in *two* places.

Practice Check Register #1 should look like this:



CHECK REGISTER

						100 00
	12/20	Paycheck			20 00	[illegible] 00

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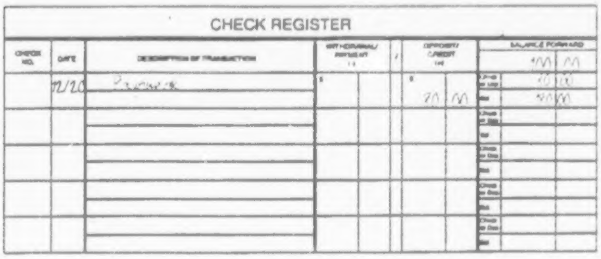
Figuring Your New Balance

- When you make a deposit, you are *adding* money to your account.
- In your check register, you must *add* the amount of your deposit to your old balance.

You finished writing the $80.00 deposit in the deposit column *and* the balance column. But you still don't know how much money is in your account. You must **add** the amount of the deposit because you added money to your account. We need to add our $80.00 deposit to the $100.00 that is already in our account. Then we will know our new **balance**.

Add to find your new balance
on Practice Check Register #1.

Practice Check Register #1 should look like this:



CHECK REGISTER

You are finished recording the $80.00 deposit! Notice some of the columns are blank. This is ok. They are not used when you record deposits.

Notice the little plus (+) in the Deposit Column. This will help you remember to *add*.

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Now, record another deposit on Practice Check Register #1. This deposit is $5.00 in cash. You can make it for the same day as the paycheck deposit. Don't forget to *add* to find your new balance.

Practice Check Register #1

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		/	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
									100	00
			$			$		Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal.		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		

Practice Check Register #1 should look like this:

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		/	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
									100	00
	12/20	Paycheck	$			$		Check or Dep	80	00
						80	00	Bal	180	00
	12/20	Cash						Check or Dep	5	00
						5	00	Bal	185	00
								Check or Dep		
								Bal		
								Check or Dep		
								Bal.		
								Check or Dep		
								Bal		

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1. Record each of these deposits on Practice Check Register #2.
2. After you record each deposit, *add* to find the new balance.

July 23	Book refund	$21.18
July 23	Mowed lawn	$10.50
July 25	Allowance	$14.00
August 1	Tax Refund	$50.34
August 3	Birthday Gift	$45.00

Wow! Look at your Practice Check Register #2. It is full! When you write down many different bank transactions in your check register, you will fill the page. When you get to the bottom of a page, what do you do?

1. Look at the *last* amount in the balance column. This is $337.43 on your Practice Check Register #2.

2. You will *copy* the last balance from the bottom of the full page to the top of the next empty page.

Practice Check Register #2

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
									196	41
			$			$		Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		

Your Practice Check Register #2 should look like this:

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
									196	41
	7/23	Book Refund	$			$ 21	18	Check or Dep	21	18
								Bal	217	59
	7/23	Mowed Lawn				10	50	Check or Dep	10	50
								Bal	228	09
	7/25	Allowance				14	00	Check or Dep	14	00
								Bal	242	09
	8/1	Tax Refund				50	34	Check or Dep	50	34
								Bal	292	43
	8/3	Birthday Gift				45	00	Check or Dep	45	00
								Bal	337	43

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Now it's your turn. What is the ending balance at the bottom of Practice Check Register #2? ____________

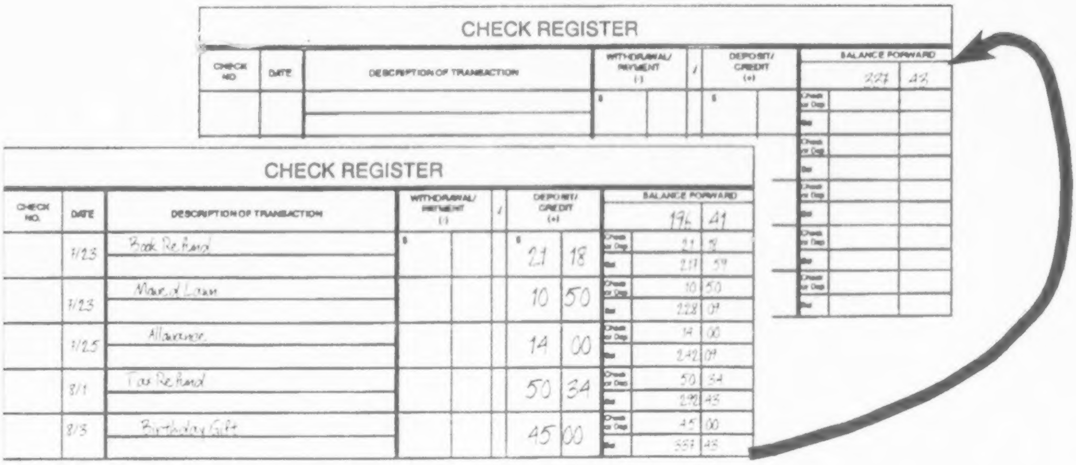
Write that number in the very top box in the balance column on Practice Check Register #3.

Practice Check Register #3

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
			$			$		Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		

Your Practice Check Register #3 should look like this:



CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
									196	41
	7/23	Book Refund	$			$ 21	18	Check or Dep	21	18
								Bal	217	59
	7/23	Mowed Lawn				10	50	Check or Dep	10	50
								Bal	228	09
	7/25	Allowance				14	00	Check or Dep	14	00
								Bal	242	09
	8/1	Tax Refund				50	34	Check or Dep	50	34
								Bal	292	43
	8/3	Birthday Gift				45	00	Check or Dep	45	00
								Bal	337	43

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
									337	43
			$			$		Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		

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NOTES:

4. Practice

Fill in the deposits on Practice Check Register #4. Remembér to add to get your new balance.

You have $147.50 in your account now. You want to make these three deposits:

1. On March 12 you deposit your paycheck for $700.00.
2. Your birthday is on April 9. You get $10.00.
3. On July 5, you help your neighbor with their yard work. They give you a check for $15.00.

Practice Check Register #4

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
			$			$		Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		
								Check or Dep		
								Bal		

What is your ending balance? ______________________________

NOTES:

5. Preparing to Make a Deposit

Suppose you want to make a deposit. What do you do? You will have to go to the bank. When you talk to the teller at the bank window, you need to have everything ready to make your deposit.

What do you need to take with you to the bank when you want to make a deposit?

1. Your ID or secret code word
2. Your checkbook and register
3. a deposit slip—already filled out!
4. the money and checks you want to deposit.

More Information

You need ID (like a driver's license or student picture ID) so that the bank teller will know who you are. Sometimes banks ask you to pick a secret word. Then, when you go to the bank, they ask you for the secret word instead of ID. If you do not know the secret word, they will not let you do anything to your account. This helps keep your money safe.

When you make a deposit, you will:

1. *Sign your name on the back of checks* (endorse)
2. Give the teller the *checks*, *money*, and *deposit slip*.
3. Get a *receipt* from the teller.
4. *Record deposits* in the *check register*.
5. *Figure* your new *balance*.

NOTES:

6. Quick Review

1. After you deposit money, what do you do in your check register?

2. Why should you record your deposits in your check register?

3. What do you need to have ready when you go to the bank to make a deposit?

4. What 5 things do you need to do when you make a deposit?

5. After you have filled out your deposit slip, what do you do?

6. When you fill up a page in your check register, what do you do?

NOTES:

7. On Your Own

Practice Exercise A

What is a bank transaction?

Where do you write down your bank transactions?

Marie and Tino are shopping. They see a TV they want to buy. They aren't sure if they have enough money. What should they do?

8.7 On Your Own

NOTES:

Practice Exercise B: What's Wrong?

Mark recorded 2 deposits in his check register. Circle all the mistakes he made. Check your answers in the Answer Key.

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)	✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD
							462 03
		Mom paid me back	$		$	Check or Dep	20 00
			20 00			Bal	482 03
						Check or Dep	200 00
	8/4		200 00			Bal	682 03
						Check or Dep	
						Bal	
						Check or Dep	
						Bal	
						Check or Dep	
						Bal	

Practice Exercise C: On Your Own

Make up deposits to fill in on these check registers. Compare your work with examples in the workbook.

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)	✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD
			$		$	Check or Dep	
						Bal	
						Check or Dep	
						Bal	
						Check or Dep	
						Bal	
						Check or Dep	
						Bal	
						Check or Dep	
						Bal	

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)	✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD
			$		$	Check or Dep	
						Bal	
						Check or Dep	
						Bal	
						Check or Dep	
						Bal	
						Check or Dep	
						Bal	
						Check or Dep	
						Bal	

NOTES:

Answer Key

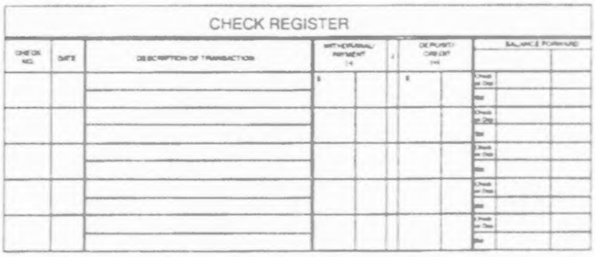
You want to record a deposit. You will... (p. 2)

a. write a note to yourself
b. ask the teller to keep the record
☞ c. write the deposit in your check register
d. none of the above

Why is it important to record your deposits? (p. 2)

a. to know if you have money to write a check
b. to know how much money is in your account
c. to know if you can pay your bills
☞ d. all of the above

Circle the check register. (p. 4)



CHECK REGISTER

☑ Answer Key-Lesson 8

NOTES:

You want to write down a deposit in your check register. What 4 columns will you use? (p. 6)

a. Date

b. Description of Transaction

c. Deposit/Credit

d. Balance Forward

What do you write in this column? (p. 8)

a. where the money is from
b. the amount of the deposit
☞ c. the date the deposit was made
d. the account balance
e. none of the above

What do you write in this column? (p. 12)

☞ a. where the money is from
b. the amount of the deposit
c. the date the deposit was made
d. the account balance
e. none of the above

Answer Key-Lesson 8

NOTES:

What do you write in this column? (p. 17)

- a. where the money is from
- ☞ b. the amount of the deposit
- c. the date the deposit was made
- d. the account balance
- e. none of the above

What is the ending balance at the bottom of Practice CheckRegister #2? (p. 33)
$337.43

Practice (p.36)

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)	✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD
							147.50
		Paycheck	$		$	Check or Dep	700.00
	3/12				700.00	Bal	847.50
		Birthday money				Check or Dep	10.00
	4/9				10.00	Bal	857.50
		Yardwork				Check or Dep	15.00
	7/5				15.00	Bal	872.50
						Check or Dep	
						Bal	
						Check or Dep	
						Bal	

What is your ending balance? $872.50

Quick Review (p. 38)

1. After you deposit money, what do you do in your check register?

You write the money amount in your check register and add it to your balance.

Answer Key-Lesson 8

NOTES:

2. Why should you record your deposits in your check register?

So you will know how much money you have in your account.

3. What do you need to have ready when you go to the bank to make a deposit?

1. Get your picture ID
2. Get your checkbook and check register
3. Get your deposit slip and fill it out
4. Get the checks and money you want to deposit

4. What 5 things do you need to do when you make a deposit?

1. Sign (endorse) the checks to deposit
2. Give the teller your money and deposit slip
3. Get a receipt to prove you made the deposit
4. Record the deposit in your check register
5. Figure the new balance

5. After you have filled out your deposit slip, what do you do?

You record the deposit in your check register and figure your new balance.

6. When you fill up a page in your check register, what do you do?

You copy the balance from the bottom of the full page to the top of the next empty page.

Answer Key-Lesson 8

NOTES:

On Your Own (p. 39)
Practice Exercise A

What is a bank transaction?

Any time you take money out or put money into your bank account, that is called a transaction. Deposits and withdrawals are bank transactions.

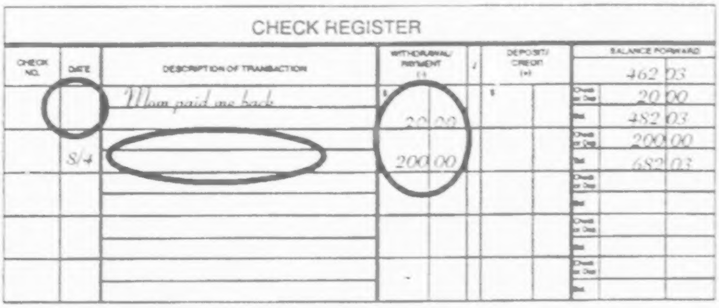
Where do you write down your bank transactions?

You write down all your bank transactions in your check register.

Marie and Tino are shopping. They see a TV they want to buy. They aren't sure if they have enough money. What should they do?

They can see how much money they have by looking in their check register.

Practice Exercise B: What's Wrong (p. 40)



CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)	✓	DEPOSIT/ CREDIT (+)	BALANCE FORWARD
						462.03
		Mom paid me back	20.00			20.00 482.03
	8/4		200.00			200.00 682.03

1. Mark left off the date.
2. Mark didn`t write down where he got the $200.00.
3. Mark wrote the deposits in the wrong column.

9. Check Writing

Lessons on CD:

Pretest
1. Your Checks 1
2. Before You Write a Check 3
3. Writing Your Check for Cash 7
4. The Check 9
5. Filling Out Your Check 15
6. Practice 46
7. On Your Own 49
Answer Key 51

Vocabulary from this Lesson:

Account Number
Account Balance
Amount in Numbers
Amount in Words
Bad Check
Bank
Bank Number
Bank Transaction
Budget
Cashing a Check
Check
Check Number
Date
Deduction
Deposit / Credit
Illegal
Memo / Purpose
Payee
Receipt
Service Charge
Signature
Signature Card
Statement

Pretest 9
Check Writing

Pass *Review*

1. Your Checks

☐ ☐ Write what checks mean.

____

____

2. Before You Write a Check

☐ ☐ You want to write a check. What do you need to do to make sure before you write a check? Why?

____

____

☐ ☐ You have $50.00 in your account. You want to write a $25.00 check. Do you have enough money in your account for your check?

____

☐ ☐ You have $175.00 in your account. You want to write a $180.00 check. Do you have enough money in your account for your check?

____

3. Writing Your Check for Cash

☐ ☐ What does cashing your check mean?

____

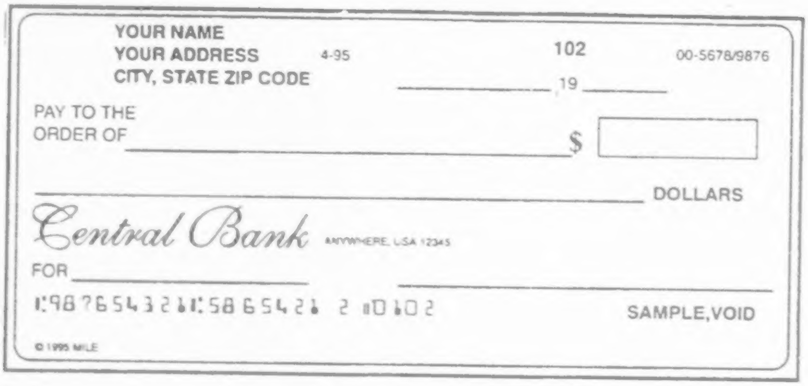
____

Pass *Review*

☐ ☐

4. The Check

Below is a check. Name each part of the check.



YOUR NAME
YOUR ADDRESS 4-95
CITY, STATE ZIP CODE

102 00-5678/9876

______________, 19 ________

PAY TO THE
ORDER OF ______________________________ $ ☐

______________________________ DOLLARS

Central Bank ANYWHERE, USA 12345

FOR ______________ ______________

⑆987654321⑆58654210 2 ⑈0102 SAMPLE,VOID

© 1995 MILE

1 ______________________

2. ______________________

3 ______________________

4 ______________________

5 ______________________

6 ______________________

7 ______________________

8 ______________________

9 ______________________

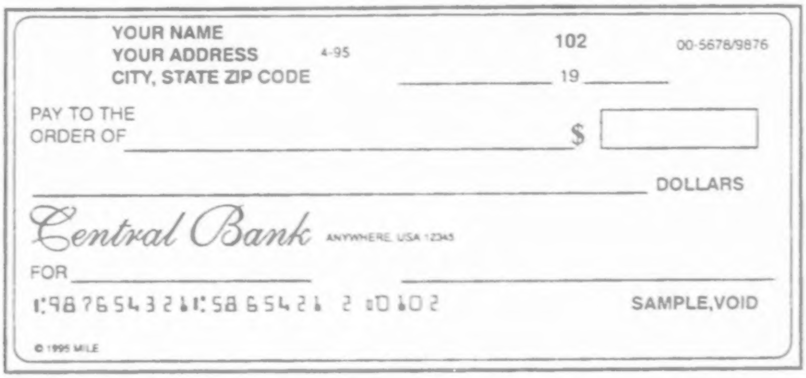
Pass *Review*

☐ ☐

5. Filling Out Your Check

Below is a blank check. Fill out the check using the information below:

Payee: Wright Brothers, Inc.
Date: May 21, 1990
Amount: $167.01
Purpose: Airfare



YOUR NAME
YOUR ADDRESS 4-95
CITY, STATE ZIP CODE

102 00-5678/9876

_______________ 19 ________

PAY TO THE
ORDER OF ______________________________ $ ☐

______________________________________ DOLLARS

Central Bank ANYWHERE, USA 12345

FOR ______________ ______________________

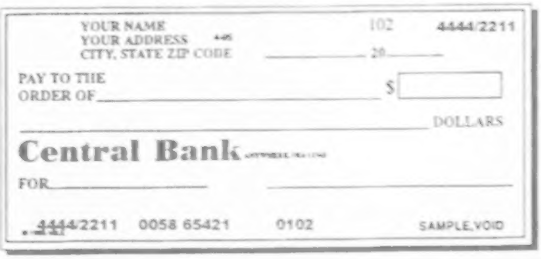
⑆987654321⑆ 5865421 2 ⑈0102 SAMPLE,VOID

© 1995 MILE

NOTES:

1. Your Checks

- A check is a written order. It tells your bank to subtract money from your account to pay a person or organization.
- When you write a check to someone, they give it to your bank to get money from your account.
- When you "cash a check," you trade the check for cash (money).
- Writing checks is safer than carrying cash (money), because checks must have your signature to be cashed. Checks also have the name of the payee. No other person can cash your check.
- Sending checks in the mail is safer than sending cash. You can safely pay your bills by mail with checks.
- You can use checks to help you plan your budget.



YOUR NAME 102 4444/2211
YOUR ADDRESS
CITY, STATE ZIP CODE ____________ 20______

PAY TO THE
ORDER OF ______________________________ $ ☐

______________________________ DOLLARS

Central Bank

FOR ______________ ______________

4444/2211 0058 65421 0102 SAMPLE,VOID

9.1 Your Checks

NOTES:

A **check** is a written order to tell the **bank** to subtract money from your **account**. A check is sometimes called a draft. The bank then pays that money to a person or an **organization**. The person or organization that gets your check gives it to your bank to get money. This is called "**cashing a check**."

Checks can help you keep track of how much money you are spending. This information can help you plan your **budget**. A budget is a way of keeping track of daily or monthly spending for things like rent, food, gasoline, utilities, and other bills. If you follow your budget, you will not spend more money than you have.

A check ______________________

a. must have your signature
b. is more safe than cash
c. helps you know how you spend your money
d. all of the above

NOTES:

2. Before You Write a Check

- Make sure that you have enough money in your account to cover the check. Being able to "cover" a check means that you have enough money in your account to pay the check.

Your **account balance** is how much money you have left in your account. Your account balance changes when you deposit or withdraw money. Before you write a check, you must look at your account balance to make sure you have enough money for the check.

Writing a check for more than you have in your account is **illegal**. By keeping track of your checks in a check register, you can always know what your account balance is.

Caution:

If you write a check for more than your account balance, you have written a "bad check." Writing bad checks is illegal! Your bank will charge you a service charge. This means that the bank will charge a fee for your bad check. The service charge may be $20.00—or more! Even if your check amount is only $10.00. Your bank will subtract the service charge from your checking account.

If you write a lot of bad checks, businesses may refuse to accept your checks. If this happens, you might get a "bad credit rating." A bad credit rating may mean that you cannot use your checking account to pay bills.

9.2 Before You Write a Check

NOTES:

You may not be able to get a credit card, or borrow money. If you continue to write bad checks, you could even go to jail. Be sure to check your account balance before you write a check!

How do you know if it is ok to write a check? There are 4 steps:

1. Find out how much you need to write the check for.
2. Look at your account balance in your check register.
3. Make sure your balance is *larger* than the check you want to write.
4. If the balance is larger, you can write the check. If your balance is *smaller*, you do not have enough money to cover your check. You will have to wait to write the check until you put more money in your account.

▸ Suppose you want to write a check for $100.00. Your account balance is $200. Can you write the check?

Yes. You *can* write the check. Why? Because the balance in your account is *more than* the amount of the check you want to write.

How do you know? You can subtract the amount of the check from your account balance.

	$200.00	(your balance)
-	$100.00	(the amount of check)
	$100.00	(balance *after* you write the check)

9.2 Before You Write a Check

NOTES:

- Suppose you want to write a check for $50.00. You have $10.00 in your account. Should you write a check?

  Compare the balance of $10.00 with the amount of the check you want to write. Is your account balance *more than* the check? No, it is not. You should *not* write the check because you do not have enough money in your account. Fifty dollars ($50.00) is more than ten dollars ($10.00). Your check would be *illegal*.

  $10.00 (your balance)
  - $50.00 (the amount of check)
  - $40.00 (balance *after* you write the check)

- Suppose you want to write a check for $79.00. You have $100.00 in your account. Can you write the check?

  Yes. Why? Because your account balance is *more than* the amount of the check you want to write. You have enough money in your account to cover the check. If you subtract $79.00 from your account, will you still have money in your account? Yes! This is why it is ok to write the check.

  $100.00 (your balance)
  - $ 79.00 (the amount of check)
  $ 21.00 (balance *after* you write the check)

9.2 Before You Write a Check

NOTES:

Practice Sheet

Before you go on, finish this practice sheet. Then check your answers using the Answer Key at the end of Lesson 9.

Your checking account balance is...	You want to write a check for...	Can you write the check?
$100.00	$79.00	
$50.00	$83.50	
$77.00	$67.00	
$84.50	$101.00	
$100.00	$200.00	

3. Writing Your Check for Cash

The word **cash** is used in different ways. You need to understand the different things **cash** means.

1. Sometimes people call money cash. Suppose you write a check at the grocery store. The checker might ask you 'Do you want any **cash** back?' The checker is asking you if you want money back. A friend might say 'I need to get some **cash** for my date tonight.' This means they need some money for their date.

2. People also say they want to **cash a check**. This means they want to exchange the check for money. Suppose you mow a neighbor's yard. They give you a check with your name written on it for $15.00 to pay you. You can go to a bank and give the check to the teller. The teller will **cash your check**. They will give you $15.00 for the check. The money comes from **your neighbor's account** at their bank.

3. You can also write a check for cash. This is one way you can get money out of your **own** account. Later in this lesson you will learn that when you write a check, you must write on it who you are giving it to. (The neighbor wrote *your* name on the check to pay you.) But, you can also write a check to 'cash' instead of to a person or store. Suppose you have $50.00 in your account. You need $10.00 to go to a

Writing Yor Check for Cash

NOTES:

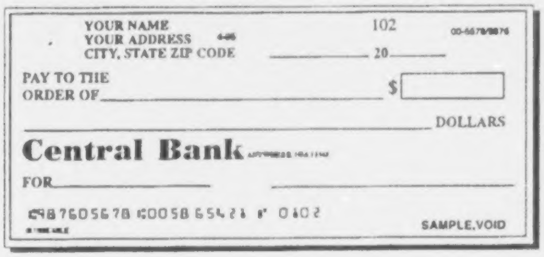
movie. The movie theatre does not take checks. What do you do? You can go to the bank and write 'cash' on the check and get the $10.00 from **your** account. The teller will give you $10.00 from your own account.

You can write a check for ________________

a. cash
b. paying your bills
c. buying things in a store
d. all of the above

291

4. The Check



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102

20

PAY TO THE
ORDER OF

$

DOLLARS

Central Bank

FOR

SAMPLE.VOID

Your checks will have your name and address printed on them, and they will have your bank's name printed on them. There are 9 major *parts of a check*. You need to know what each part is for and where each part is. The 9 major *parts of a check* are:

1. *Check Number*
2. *Bank Number*
3. *Account Number*
4. *Date Line*
5. *Payee Line*
6. *Amount of Check in Numbers Line*
7. *Amount of Check in Words Line*
8. *Signature Line*
9. *Memo Line*

The check number, bank number and account number are all printed on your checks. You have to fill out everything else.We will go through each part separately.

First, lets look at the three parts that are printed on the check.

9.4 The Check

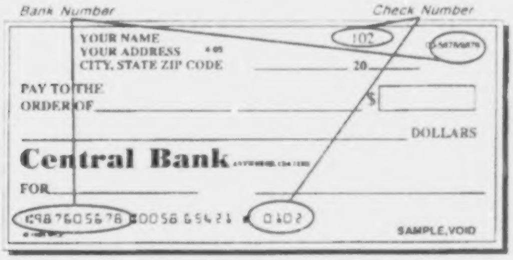
NOTES:

Check Number and Bank Number

Each check has a number. Check numbers help you keep track of your checks. Every one of your checks has a different check number. The first check you use might be check number 001. The second check would be number 002, and so on. Check numbers are for *your* records.

Bank numbers tell which bank the check comes from, and which bank will pay the amount of check. Each of your checks has the *same* bank number. Why? They are all from the same bank. The bank number is for the *bank's* records.

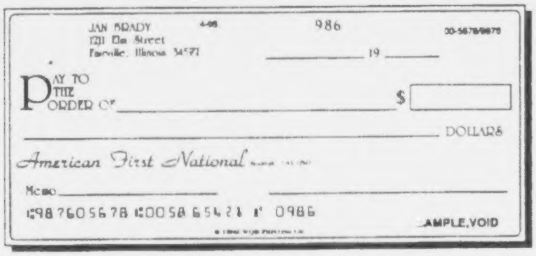
Look at the sample check below. The *check number* and *bank number* are circled.


Bank Number
Check Number
YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
20
PAY TO THE
ORDER OF
$
DOLLARS
Central Bank
FOR
987605678 0058 65421 0102
SAMPLE,VOID

9.4 The Check

NOTES:

Circle the bank number on this check.



JAN BRADY
1211 Elm Street
Farville, Illinois 34572

986

00-5678/9876

19

PAY TO THE ORDER OF $

DOLLARS

American First National

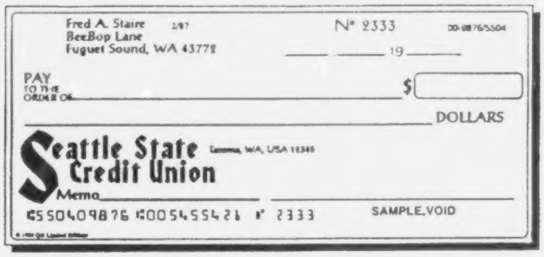
Memo

987605678 005865421 0986

SAMPLE,VOID

What is the check number? ______________

Circle the bank number on this check.



Fred A. Staire 2/97
BeeBop Lane
Fuguet Sound, WA 43772

N° 2333

00-9876/5504

19

PAY TO THE ORDER OF $

DOLLARS

Seattle State Credit Union

Memo

550409876 005455421 2333

SAMPLE,VOID

What is the check number? ______________

9.4 The Check

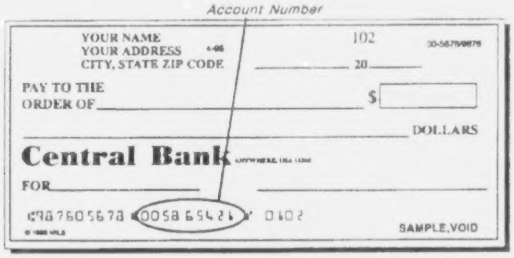
NOTES:

Account Number

Your money is kept in the bank in an *account*. Your account number is different from the bank and check number. The account number tells the bank which account is yours. Everyone has a different account number. No one has the same account number as you.

The bank prints your checks with your **account number**. Your account number tells banks which account to take money from to pay for a check.

An account number is private. Only you can use your account number. Look at the sample check below.


Account Number
YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
20
PAY TO THE ORDER OF
$
DOLLARS
Central Bank
FOR
⑆987605678 ⑆0058 65421⑈ 0102
SAMPLE,VOID

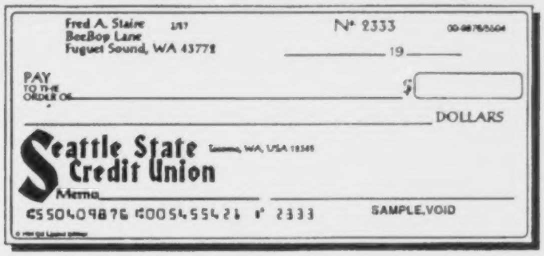
The *bank number* is 987605678.
The *account number* is 005865421.
The *check number* is 102.

The bank number is only used by banks. It is the bank's ID number. The account number tells the bank which account is *yours*. Everyone has a different account number. Everything you get from the bank will have your account number on it. The check number is for your information. The check number helps *you* keep your records and budget.

9.4 The Check

NOTES:

Circle the account number on this check.



Fred A. Staire
BeeBop Lane
Fuguet Sound, WA 43772

1/57

Nº 2333

19

PAY TO THE ORDER OF $

DOLLARS

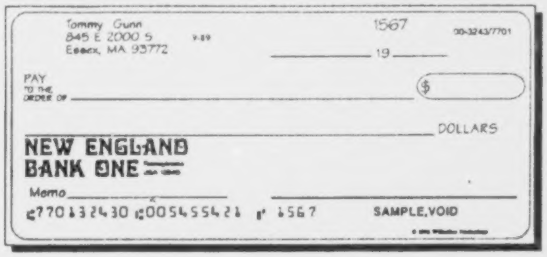
Seattle State Credit Union

Memo

⑆550409876⑆ 0054555421 ⑈ 2333

SAMPLE,VOID

Label the account number, the check number, and the bank number on this check.



Tommy Gunn
845 E 2000 S
Essex, MA 93772

9-89

1567

00-3243/7701

19

PAY TO THE ORDER OF $

DOLLARS

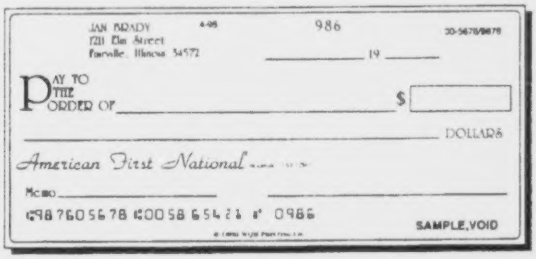
NEW ENGLAND
BANK ONE

Memo

⑆770132430⑆ 0054555421 ⑈ 1567

SAMPLE,VOID

Label the account number, the check number, and the bank number on this check.



JAN BRADY
1211 Elm Street
Fairville, Illinois 34572

4-98

986

19

PAY TO THE ORDER OF $

DOLLARS

American First National

Memo

⑆987605678⑆ 005865421 ⑈ 0986

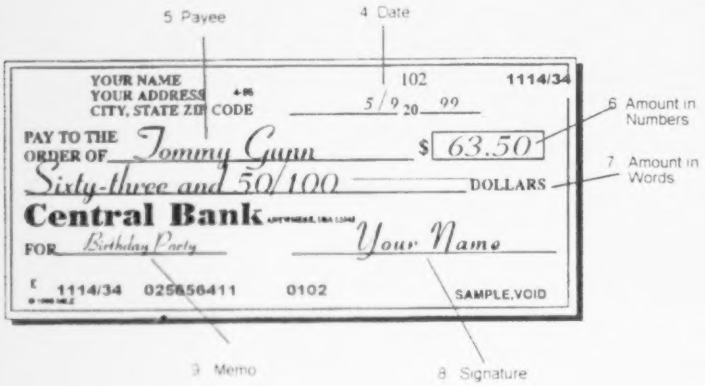
SAMPLE,VOID

BEST COPY AVAILABLE

9.5 Filling Out Your Checks

NOTES:

Sample Check


5 Payee
4 Date
6 Amount in Numbers
7 Amount in Words
9 Memo
8 Signature

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102

1114/34

5/9 20 99

PAY TO THE ORDER OF Tommy Gunn $ 63.50

Sixty-three and 50/100 DOLLARS

Central Bank

FOR Birthday Party

Your Name

1114/34 025656411 0102

SAMPLE.VOID

Numbers and Words List

If you need help using this list, review Lesson 2.2.

1	one
2	two
3	three
4	four
5	five
6	six
7	seven
8	eight
9	nine
10	ten
11	eleven
12	twelve
13	thirteen
14	fourteen
15	fifteen
16	sixteen
17	seventeen
18	eighteen
19	nineteen
20	twenty
30	thirty
40	forty
50	fifty
60	sixty
70	seventy
80	eighty
90	ninety
100	one hundred
500	five hundred
1,000	one thousand
10,000	ten thousand
100,000	one hundred thousand
1,000,000	one million

5. Filling Out Your Check

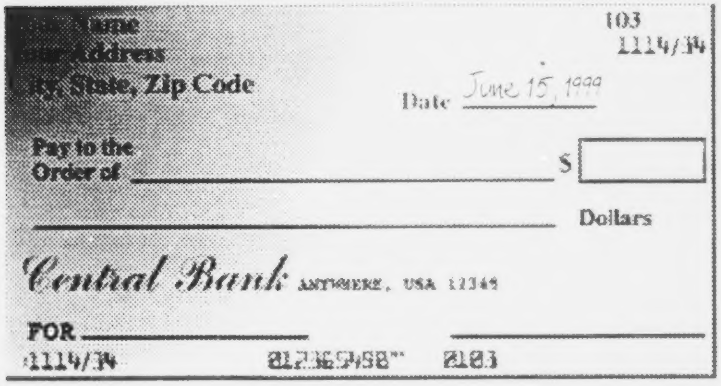
Date

The **date** line is where you write the month, day, and year that you write the check.

When you write a check, you must put the correct date on it. The date you write is the date you are writing the check. When you are writing a check, if you do not know the date, you need to ask someone or look at a calendar.

Find the date line on Practice Check #1. Pretend today is June 15, 1999. Fill in the date on Practice Check #1.

Your practice check should look like this:



Your Name
Your Address
City, State, Zip Code

103
1114/34

Date June 15, 1999

Pay to the
Order of ______________________ $ ☐

______________________ Dollars

Central Bank ANYWHERE, USA 12345

FOR ______________ ______________

1114/34 0123654580" 0103

BEST COPY AVAILABLE

Payee

The *payee* is the person or organization you are writing the check to. It is the person or organization you are *paying*. The payee line usually looks like this:

Pay to the
Order of ______________________________

A payee can be a person or an organization, like a store, club, or restaurant. When you give a payee a check, they take it to the bank to cash it and get money out of your account.

You must write the full name of the payee. You should not write *only* the first or last name. If you are not sure about the payee's full name, ask the person "How would you like me to make this check out?"

For example, you want to write a check to John L. Sura. Do not write "John" or "Sura" or even "J. Sura" on the payee line. If you did that, the bank teller would not know which "John" or "Sura" you mean. You need to write "John Sura" or "John L. Sura."

✗ **Wrong**: Pay to the order of John

✗ **Wrong:** Pay to the order of Mr. Sura

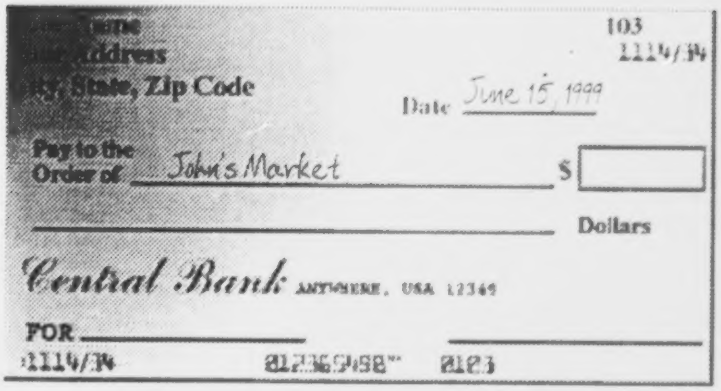
✗ **Wrong:** Pay to the order of J. Sura

✓ **Right:** Pay to the order of John Sura

✓ **Right:** Pay to the order of John L. Sura

Find the payee line
on Practice Check #1.
Suppose you want to write this check to
John's Market.
What would you write on the payee line?
Write this on the payee line.

Your practice check should look like this:



Name
Address
City, State, Zip Code

103
1114/34

Date June 15, 1999

Pay to the Order of John's Market $ ☐

Dollars

Central Bank ANYWHERE, USA 12345

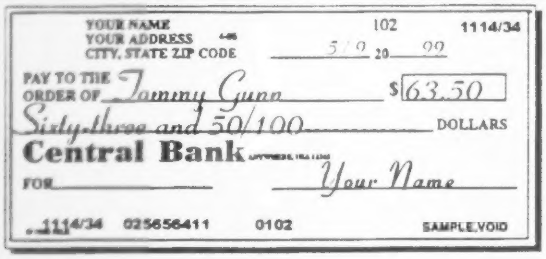
FOR

1114/34 012369:58" 0123

BEST COPY AVAILABLE

Review

Before we go on, let's review. Look at this check:



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102
1114/34

5/9 20 22

PAY TO THE ORDER OF Tammy Gunn $ 63.50

Sixty-three and 50/100 DOLLARS

Central Bank

FOR

Your Name

1114/34 025656411 0102 SAMPLE.VOID

What is the bank number? ____________________
What is the check number? ____________________
What is the account number? ____________________
Who is the payee? ____________________
What is the date of the check? ____________________

Amount of Check in Numbers

How do you tell the bank how much money to take out of your account? The *amount* of check is how much you want to pay from your account.

There are 2 places to write the amount on every check. Each check has a place for you to write the amount of check in *numbers* and a place to write the amount of the check in *words*. Why do you have to write it in 2 places? The amount in numbers must match the amount in words. If they do not match, the bank will not cash the check. This helps keep your money safe.

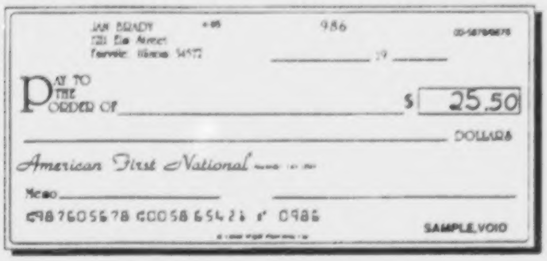
When you fill out a check, you must write clearly. The bank must be able to read your handwriting.

Find the box for the amount in numbers on the **sample check**. The amount in numbers says $63.50. Notice on the sample check that the amount in numbers has a decimal point to separate the dollars and cents. The amount is written clearly and inside the box. The numbers are written close to the left side of the box. Notice you do not need to write the dollar sign ($) because it is already printed on the check.

Caution:

It is very important to write the first number close to the left side of the box. That way, a dishonest person cannot add numbers. For example, someone could change $25.50 to $325.50 just by writing a 3 before the 2. They would be stealing $300.00 from you! Writing the amount close to the $ in the box will help keep this from happening.

Look at the two checks below. Which one is better? Why?



JAN BRADY

986

19

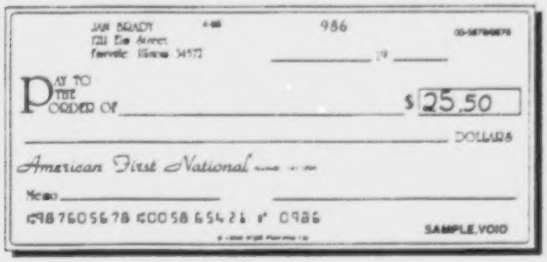
PAY TO THE ORDER OF $ 25.50

DOLLARS

American First National

Memo

SAMPLE VOID



JAN BRADY

986

19

PAY TO THE ORDER OF $ 25.50

DOLLARS

American First National

Memo

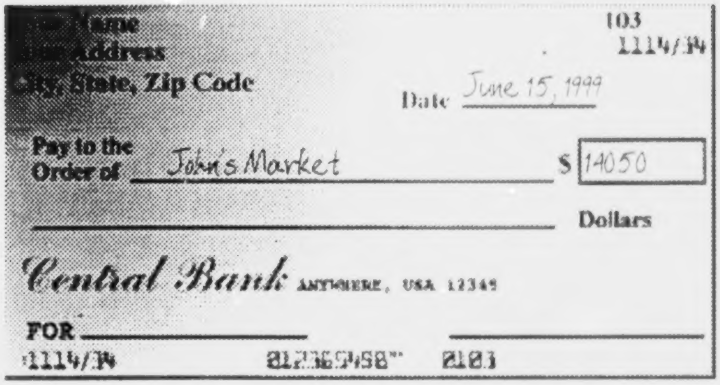
SAMPLE VOID

On Practice Check #1, find the box for the amount in numbers.

Fill in the amount $140.50. Make sure you:

1. write clearly,
2. write the numbers close to the left,
3. use a decimal point,
4. do *not* use a dollar sign ($).

Your practice check should look like this:



Name
Address
City, State, Zip Code

103
1114/34

Date June 15, 1999

Pay to the
Order of John's Market $ 14050

Dollars

Central Bank ANYWHERE, USA 12345

FOR

1114/34 0123659458" 0103

BEST COPY AVAILABLE

Amount of Check in Words

The amount of check in words shows the *same* amount that you wrote in numbers. But when you write the amount in words on a check, you must write it in a special way.

Look at the **sample check**. The sample check is for $63.50. Find the amount in words. Notice that the **dollar amount** is written in words. On the sample check, the dollar amount is 63. That is written sixty-three. Instead of a decimal point, the word "and" is written. The cent amount is 50. The **cent amount** is written as a fraction. It is written 50/100. Finally, a line is drawn to fill up the rest of the space to the word 'Dollars' printed on the check. Do *not* write the words dollars or cents.

✓ Look at the fraction for the cent amount. It is 50/100.

- Is the number on the bottom always 100?
  YES! Why? Because there are 100¢ in $1.

- Can the number on top ever be bigger than 100? Can you write 100/100 on a check?
  NO! Why? Because then the amount would be more than $1. For example, you would never write 154/100. What is the right way to write this? one and 54/100. How much money is 154/100? It is 1 dollar and 54 cents.

The number on top *must* be 99 or less. The number on bottom is *always* 100.

Suppose you want to write a check for $10.00. How would you write the amount in words on a check? There are 2 ways you can write this. Notice there are *no* cents. You can write:

Ten and 00/100 —————————— Dollars

or

Ten and no/100 —————————— Dollars

How would you write $25.05 in words on a check?

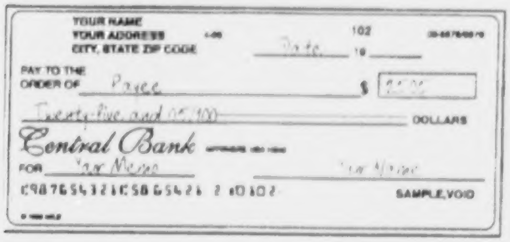
Twenty-five and 05/100 ———— Dollars

Notice the cent amount is 05/100 **not** 5/100. Why? Because it would be easy for someone to change 5/100 to 65/100 or 95/100 without you or the bank knowing. You cannot prove the amount is 5¢ not 95¢. The number on top should *always* be two numbers.

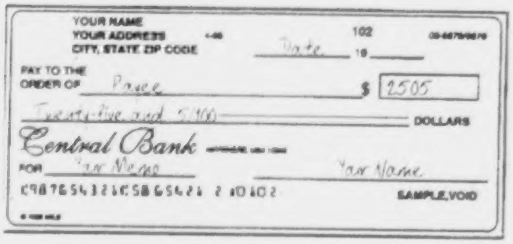
Here are the steps for writing the amount in words on a check:

1. Write the dollar amount in words. (Use the Numbers and Words list if you need to.)
2. Write the word *and* for the decimal point.
3. Write the cent amount in numbers.
4. Finish writing the cent amount by writing /100.
5. Draw a line to fill the blank up to the word Dollars.

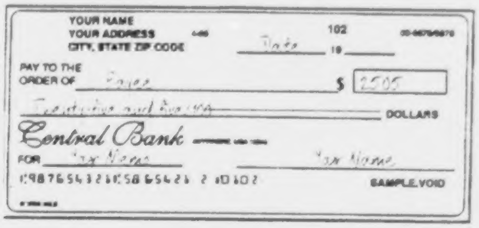
Look at these three checks. Which one is right? Why?



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19 ____
PAY TO THE ORDER OF Payee $ [illegible]
Twenty-five and 05/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
C987654321C5865426 2 10102
SAMPLE,VOID



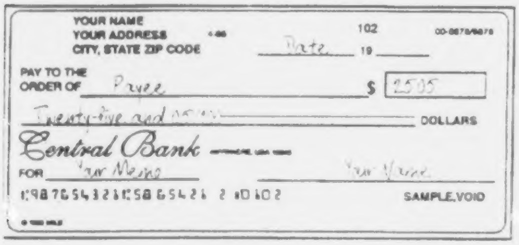
YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19 ____
PAY TO THE ORDER OF Payee $ 2505
Twenty-five and 5/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
C987654321C5865426 2 10102
SAMPLE,VOID



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19 ____
PAY TO THE ORDER OF Payee $ 2505
Twenty-five and five/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
C987654321C5865426 2 10102
SAMPLE,VOID

BEST COPY AVAILABLE

Look at these two checks. Which one is right? Why?



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19

PAY TO THE ORDER OF Payee $ 2505

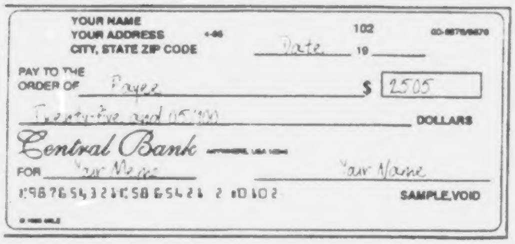
Twenty-five and 05/100 DOLLARS

Central Bank

FOR Your Memo
Your Name

⑆98765432⑆⑆58 65421 2 ⑈0102

SAMPLE,VOID



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19

PAY TO THE ORDER OF Payee $ 2505

Twenty-five and 05/100 DOLLARS

Central Bank

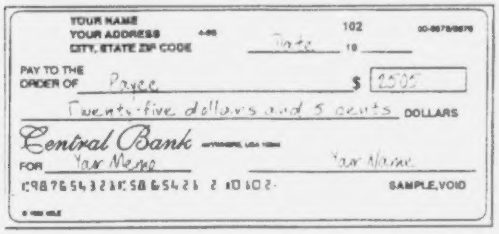
FOR Your Memo
Your Name

⑆98765432⑆⑆58 65421 2 ⑈0102

SAMPLE,VOID

BEST COPY AVAILABLE

Look at these two checks. Which one is right? Why?



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102

Date 19

PAY TO THE ORDER OF Payee $ 2505

Twenty-five dollars and 5 cents DOLLARS

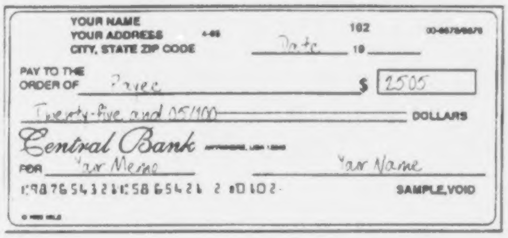
Central Bank

FOR Your Memo

Your Name

987654321 58 65421 2 0102

SAMPLE,VOID



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102

Date 19

PAY TO THE ORDER OF Payee $ 2505

Twenty-five and 05/100 DOLLARS

Central Bank

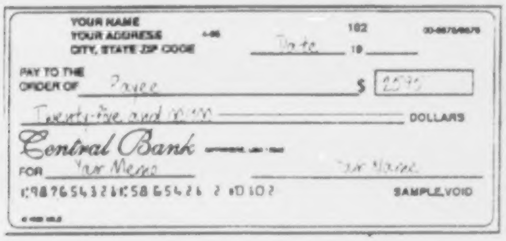
FOR Your Memo

Your Name

987654321 58 65421 2 0102

SAMPLE,VOID

What is wrong with these checks?



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102

Date 19

PAY TO THE ORDER OF Payee $ 25.95

Twenty-five and 00/100 DOLLARS

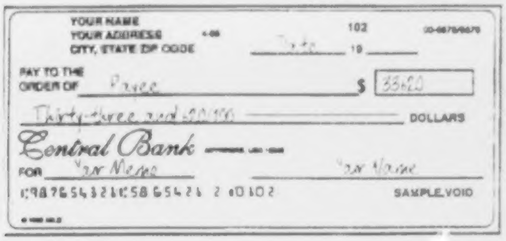
Central Bank

FOR Your Memo

Your Name

⑆987654321⑆58 65426 2 ⑈0102

SAMPLE,VOID



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102

Date 19

PAY TO THE ORDER OF Payee $ 33.20

Thirty-three and 20/100 DOLLARS

Central Bank

FOR Your Memo

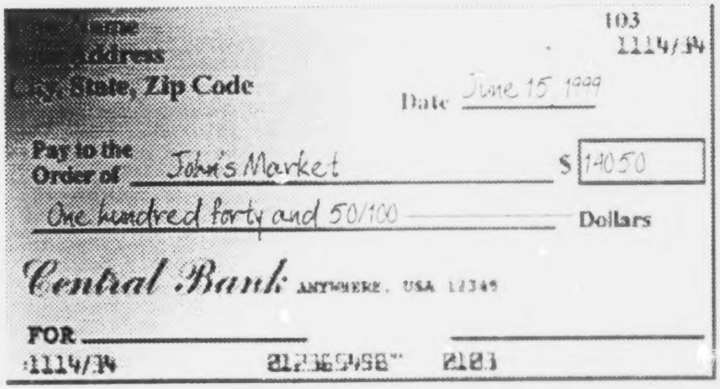
Your Name

⑆987654321⑆58 65426 2 ⑈0102

SAMPLE,VOID

Write $140.50 in words on Practice Check #1.
If you want to, you can use the
Numbers and Words list
at the beginning of Lesson 9.5.

Your practice check should look like this:



Your Name
Your Address
City, State, Zip Code

103
1114/34

Date June 15 1999

Pay to the Order of John's Market $ 140.50

One hundred forty and 50/100 Dollars

Central Bank ANYWHERE, USA 12345

FOR

:1114/34 0123456788" 0103

BEST COPY AVAILABLE

Signature

When you *write* your name, this is a signature. Your signature should include your first name and your last name. You should *not* use a nickname. (For example, Jimmy is a nickname for James. Chuck is a nickname for Charles.) It is a good idea to use your middle initial, too. Why? Maybe 2 people in the same city have the same first and last name. But it is not often that they have the exact same middle name too. Using your middle initial helps identify *you*.

Also, your signature *must* be written in cursive, not printed. For example, Janet Elaine Smith would write (sign) her name: *Janet E. Smith* not Janet E. Smith.

Finally, you should sign your name exactly the same way every time you sign it, on things like checks, contracts, credit cards. Why? Your signature should identify *you*. If your signature always looks different, there is no way to prove that *you* wrote it. Someone else could sign your name and say that you did it.

Why is a signature so important? Because when you sign your name to something, you are saying *you* will take responsibility for it.

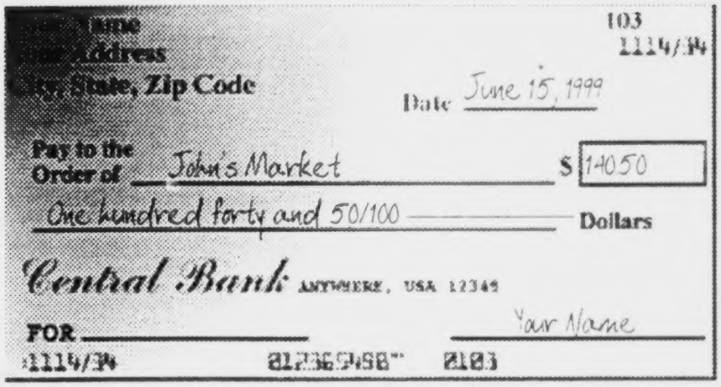
When you open your checking account, the bank teller will ask you to sign a *signature card*. The bank will keep this on file. Why? Any business you do with the bank requires your signature. The bank can check the signatures to make sure you are the right person.

Look at the name in the top left corner of the sample check. It says 'Your Name'. Notice the signature on the bottom right corner of the check. It is signed '*Your Name*'. The signature at the bottom of the check *must* match the name at the top of the check. If the name at the top uses a middle initial, the signature at the bottom must have a middle initial.

Checks must have a signature to be cashed. They are not legal without a signature.

Now, look at Practice Check #1. Remember, we are pretending this is your check. Sign your name on the practice check.

Your practice check should look like this:



Your Name
Your Address
City, State, Zip Code

103
1114/34

Date June 15, 1999

Pay to the Order of John's Market $ 140 50

One hundred forty and 50/100 Dollars

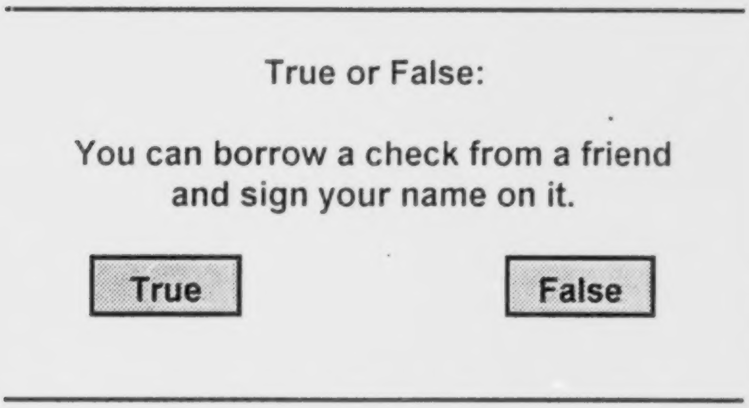
Central Bank ANYWHERE, USA 12345

FOR

Your Name

1114/34 0123659458" 0103

BEST COPY AVAILABLE



True or False:

You can borrow a check from a friend and sign your name on it.

The Memo Line

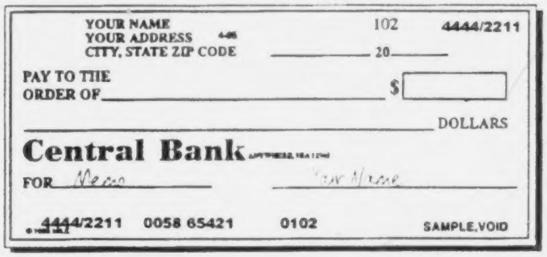
Look at the bottom left corner of the check. It says 'For_________'. Sometimes it will say "Memo." Use this line to write down what the check was for. You do not *have* to fill this in, but it is a good idea.

Suppose you are trying to make a household budget. You want to know how much you spend each month on groceries, and how much you spend on clothes. If you write a memo on the checks, at the end of the month you can add up all the checks that say 'groceries' and all the checks that say 'clothes' to find out how much you usually spend.

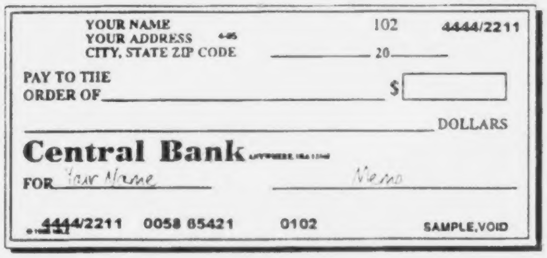
Write in 'Groceries'
on the memo line
on the sample check.

This is the last step to writing a check!

Which check is correct?

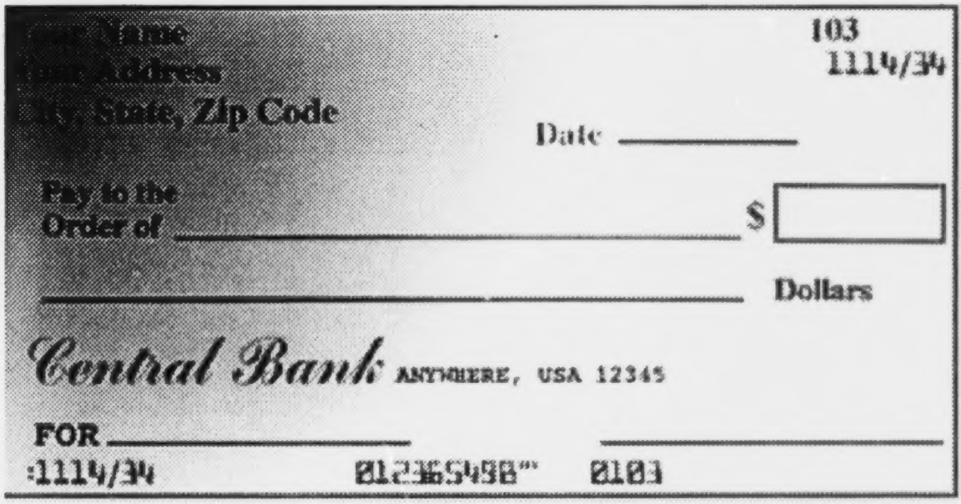


YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
4444/2211
20
PAY TO THE ORDER OF $
DOLLARS
Central Bank
FOR Memo
Your Name
4444/2211 0058 65421 0102
SAMPLE,VOID



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
4444/2211
20
PAY TO THE ORDER OF $
DOLLARS
Central Bank
FOR Your Name
Memo
4444/2211 0058 65421 0102
SAMPLE,VOID

Practice Check #1


Your Name
Your Address
City, State, Zip Code

103
1114/34

Date ____________

Pay to the Order of ______________________ $ ☐

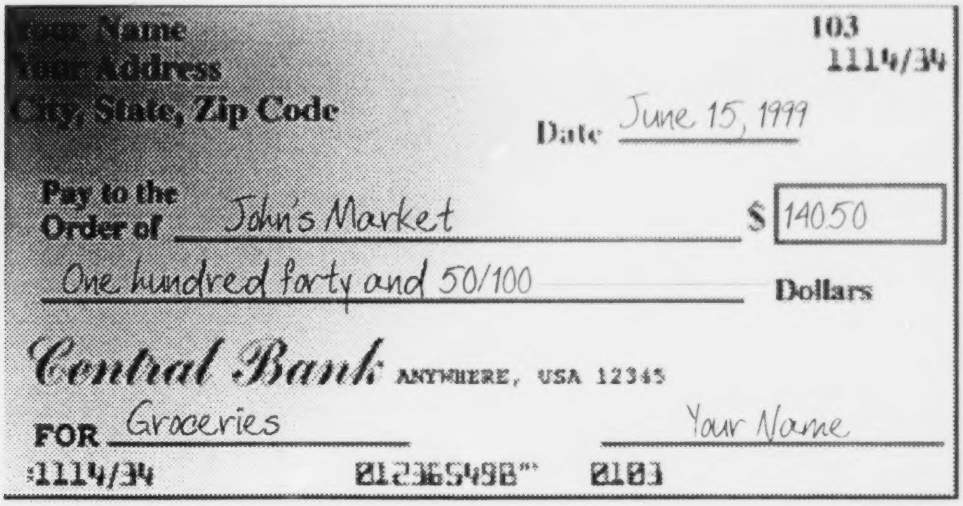
______________________ Dollars

Central Bank ANYWHERE, USA 12345

FOR ____________ ____________

:1114/34 012365498" 0103

Practice Check #1 should look like this:


Your Name
Your Address
City, State, Zip Code

103
1114/34

Date June 15, 1999

Pay to the Order of John's Market $ 140.50

One hundred forty and 50/100 Dollars

Central Bank ANYWHERE, USA 12345

FOR Groceries Your Name

:1114/34 012365498" 0103

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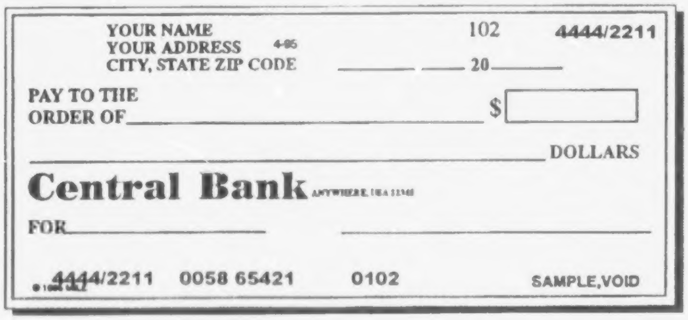
NOTES:

6. Practice

Fill out the information on these two checks:

1. Payee: Homestyle Apartments
   Amount: $425.25
   Date: January 21, 1998
   Purpose: Rent



YOUR NAME
YOUR ADDRESS 4-05
CITY, STATE ZIP CODE
102 4444/2211
______ ____ 20______

PAY TO THE ORDER OF____________________ $☐

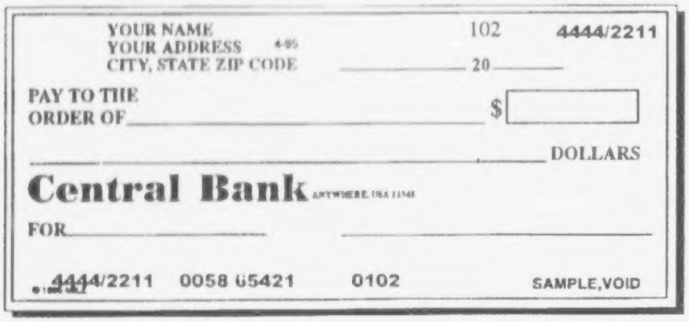
________________________ DOLLARS

Central Bank

FOR____________ ________________

4444/2211 0058 65421 0102 SAMPLE,VOID

2. Payee: Grime City Utilities
   Amount $156.50
   Date: March 2, 2003
   Purpose: Utilities



YOUR NAME
YOUR ADDRESS 4-05
CITY, STATE ZIP CODE
102 4444/2211
__________ 20______

PAY TO THE ORDER OF____________________ $☐

________________________ DOLLARS

Central Bank

FOR____________ ________________

4444/2211 0058 65421 0102 SAMPLE,VOID

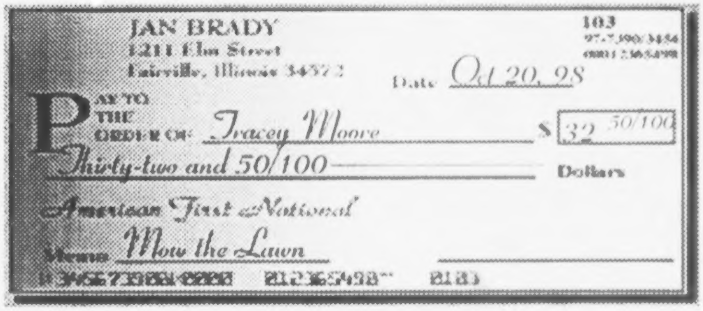
Check your answers in the Answer Key!

9.6 Practice

Worksheets A-D: What's Wrong?

Look at each check carefully. Circle every mistake you can find on the next 4 checks. You can check your answers in the Answer Key.

A.



JAN BRADY
1211 Elm Street
Fairville, Illinois 34572

103

Date Oct 20, 98

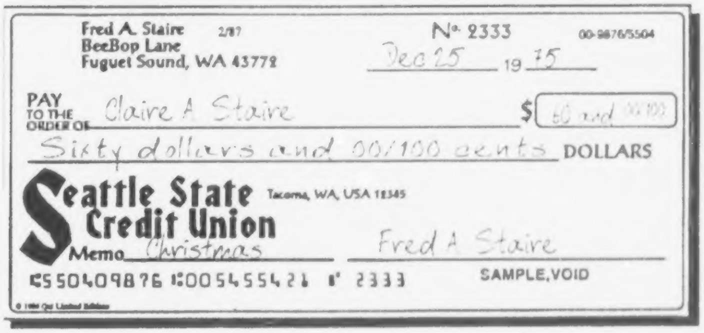
PAY TO THE ORDER OF Tracey Moore $ 32 50/100

Thirty-two and 50/100 Dollars

American First National

Memo Mow the Lawn

B.



Fred A. Staire 2/87
BeeBop Lane
Fuguet Sound, WA 43772

No. 2333 00-9876/5504

Dec 25 19 75

PAY TO THE ORDER OF Claire A Staire $ 60 and 00/100

Sixty dollars and 00/100 cents DOLLARS

Seattle State Credit Union Tacoma, WA, USA 12345

Memo Christmas

Fred A Staire

550409876 005455421 2333

SAMPLE,VOID

NOTES:

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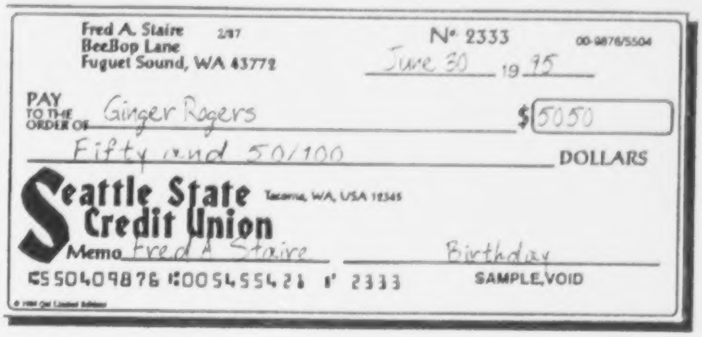
9.6 Practice

C.



Fred A. Staire 2/87
BeeBop Lane
Fuguet Sound, WA 43772

N° 2333 00-9876/5504

June 30 19 95

PAY TO THE ORDER OF Ginger Rogers $ 5050

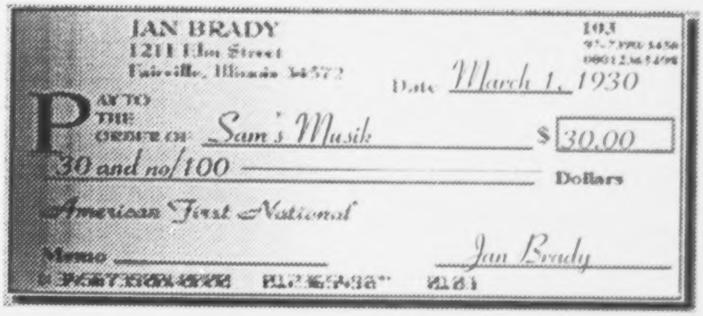
Fifty and 50/100 DOLLARS

Seattle State Credit Union Tacoma, WA, USA 12345

Memo Fred A Staire Birthday

⑆550409876⑆00545542⑈ 2333 SAMPLE,VOID

D.



IAN BRADY
1211 Elm Street
Fairville, Illinois 34572

103

Date March 1, 1930

PAY TO THE ORDER OF Sam's Musik $ 30.00

30 and no/100 Dollars

American First National

Memo

Jan Brady

NOTES:

NOTES:

7. On Your Own

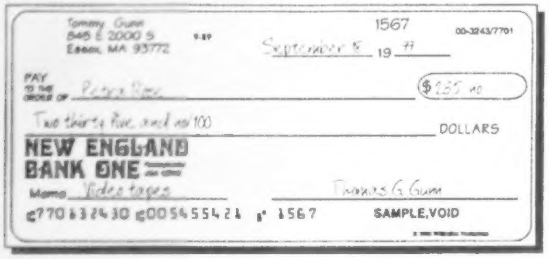
Practice Exercise A: Parts of a Check

See if you can name the 9 major **parts of a check**. Fill in the blanks in the chart below.

Major Parts of a Check
1.
2.
3.
4.
5.
6.
7.
8.
9.

Practice Exercise B: What's Wrong?

Circle everything you can find wrong with this check.



Tommy Gunn
845 E 2000 S
Essex, MA 93772

1567
00-3243/7701

September 8 19 77

PAY TO THE ORDER OF

Two thirty five and no/100 DOLLARS

NEW ENGLAND BANK ONE

Memo Video tapes

Thomas G Gum

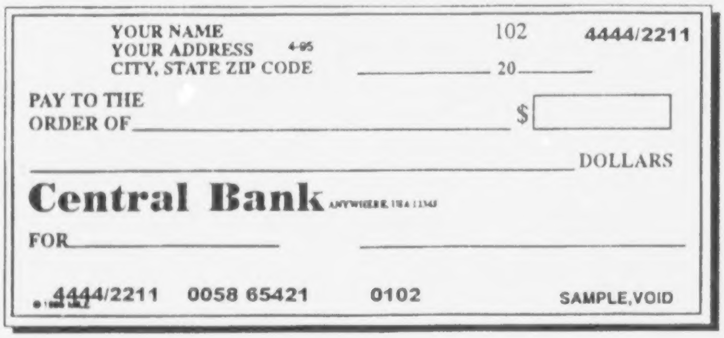
⑈770632430 ⑈0054555421 ⑈ 1567

SAMPLE,VOID

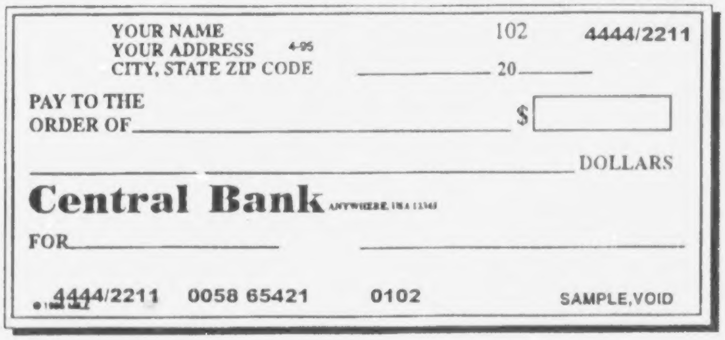
NOTES:

Practice Exercise C: On Your Own

Use the blank checks below to write a check at home for practice. Choose an amount and purpose. Compare your check with the ones you wrote during this lesson. Make sure you have written each part of the check correctly, and that you have written the check completely.



YOUR NAME 102 4444/2211
YOUR ADDRESS 4-95
CITY, STATE ZIP CODE __________ 20_____
PAY TO THE
ORDER OF________________________ $☐
______________________________ DOLLARS
Central Bank
FOR____________ ________________
4444/2211 0058 65421 0102 SAMPLE,VOID



YOUR NAME 102 4444/2211
YOUR ADDRESS 4-95
CITY, STATE ZIP CODE __________ 20_____
PAY TO THE
ORDER OF________________________ $☐
______________________________ DOLLARS
Central Bank
FOR____________ ________________
4444/2211 0058 65421 0102 SAMPLE,VOID

NOTES:

Answer Key

A check ______________________
(p. 2)

a. must have your signature
b. is more safe than cash
c. helps you know how you spend your money
☞ d. all of the above

p. 6

Your checking account balance is...	You want to write a check for...	Can you write the check?
$100.00	$79.00	Yes
$50.00	$83.50	No
$77.00	$67.00	Yes
$84.50	$101.00	No
$100.00	$200.00	No

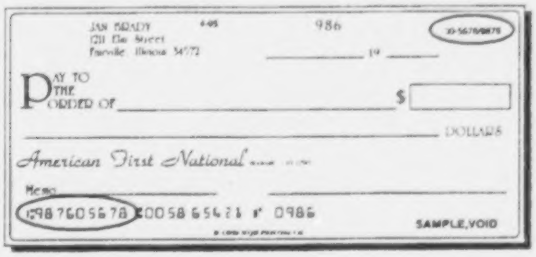
☑ Answer Key-Lesson 9

NOTES:

You can write a check for ____________ (p. 8)

a. cash
b. paying your bills
c. buying things in a store
☞ d. all of the above

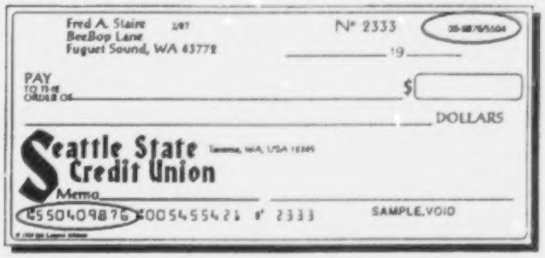
Circle the bank number on this check. (p. 11)



JAN BRADY
986
PAY TO THE ORDER OF $
DOLLARS
American First National
Memo
98760567 8 0058 65421 0986
SAMPLE,VOID

What is the check number? 986

Circle the bank number on this check. (p. 11)



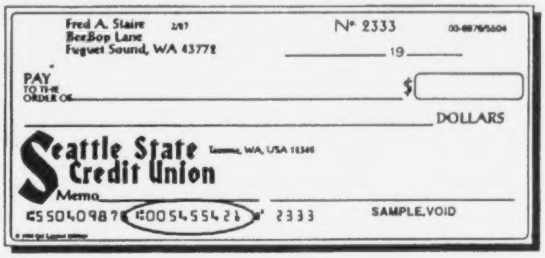
Fred A. Staire
BeeBop Lane
Fuguet Sound, WA 43772
Nº 2333
19
PAY TO THE ORDER OF $
DOLLARS
Seattle State Credit Union
Memo
550409876 00545554 2 2333
SAMPLE.VOID

What is the check number? 2333

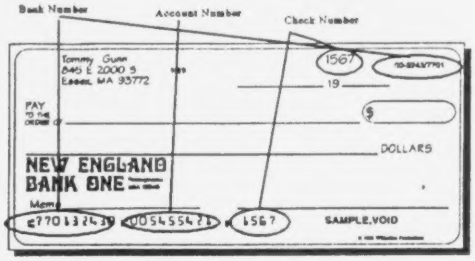
☑ Answer Key-Lesson 9

NOTES:

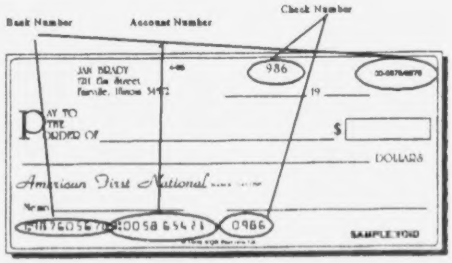
Circle the account number on this check. (p. 13)


Fred A. Staire
BeeBop Lane
Fuguet Sound, WA 43772
Nº 2333
19
PAY TO THE ORDER OF
$
DOLLARS
Seattle State Credit Union
Memo
5504098 7
0054555421
2333
SAMPLE.VOID

Label the account number, the check number, and the bank number on this check. (p. 13)


Bank Number
Account Number
Check Number
Tommy Gunn
845 E 2000 S
Essex, MA 93772
1567
19
PAY TO THE ORDER OF
$
DOLLARS
NEW ENGLAND BANK ONE
Memo
770132439
0054555421
1567
SAMPLE.VOID

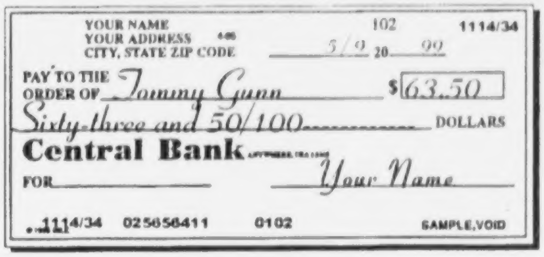
Label the account number, the check number, and the bank number on this check. (p. 13)


Bank Number
Account Number
Check Number
JAN BRADY
986
19
PAY TO THE ORDER OF
$
DOLLARS
American First National
Memo
0058 65421
0986
SAMPLE.VOID

☑ Answer Key-Lesson 9

NOTES:

(p. 21)



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102

1114/34

5/9 20 99

PAY TO THE ORDER OF Tommy Gunn $ 63.50

Sixty-three and 50/100 DOLLARS

Central Bank

FOR

Your Name

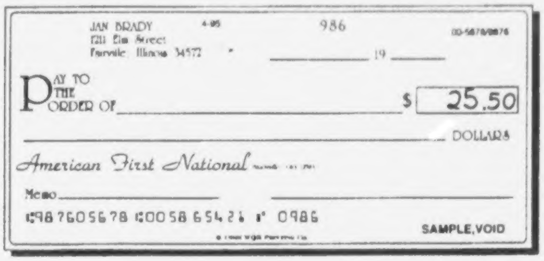
1114/34 025656411 0102

SAMPLE,VOID

What is the bank number? 1114/34
What is the check number? 102
What is the account number? 025656411
Who is the payee? Tommy Gunn
What is the date of the check? May 9, 2099

Look at the two checks below. Which one is better? Why? (p. 24)

The bottom one is right because the amount is written close to the $.



JAN BRADY
1211 Elm Street
Fairville Illinois 34572

986

19

PAY TO THE ORDER OF $ 25.50

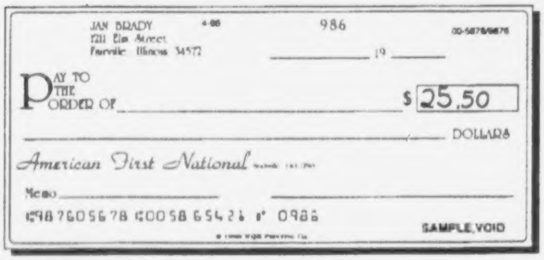
DOLLARS

American First National

Memo

987605678 005865421 0986

SAMPLE,VOID



JAN BRADY
1211 Elm Street
Fairville Illinois 34572

986

19

PAY TO THE ORDER OF $ 25.50

DOLLARS

American First National

Memo

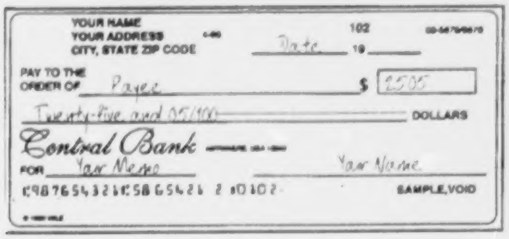
987605678 005865421 0986

SAMPLE,VOID

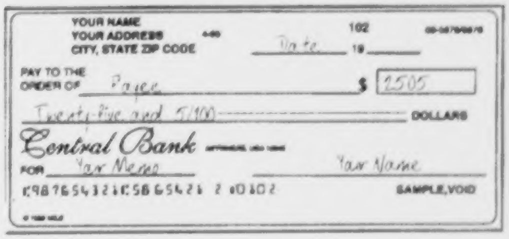
Answer Key-Lesson 9

Look at these three checks. Which one is right? Why? (p. 31)

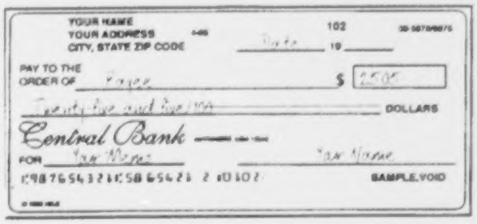
✓



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19
PAY TO THE ORDER OF Payee $ 2505
Twenty-five and 05/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
98765432 58 65426 2 0102
SAMPLE,VOID



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19
PAY TO THE ORDER OF Payee $ 2505
Twenty-five and 5/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
98765432 58 65426 2 0102
SAMPLE,VOID

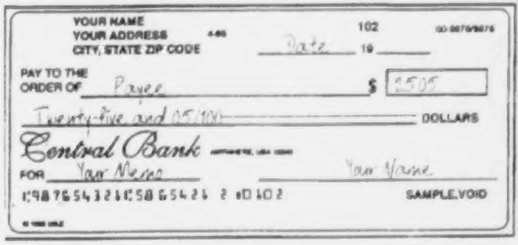


YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19
PAY TO THE ORDER OF Payee $ 2505
Twenty-five and five/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
98765432 58 65426 2 0102
SAMPLE,VOID

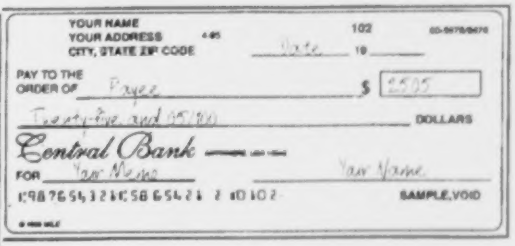
Twenty-five and 05/100 is right.
Twenty-five and 5/100 is wrong.
Twenty-five and five/100 is wrong.

Look at these two checks. Which one is right? Why? (p. 32)

✓



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19
PAY TO THE ORDER OF Payee $ 2505
Twenty-five and 05/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
98765432 58 65426 2 0102
SAMPLE,VOID



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19
PAY TO THE ORDER OF Payee $ 2505
Twenty-five and 05/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
98765432 58 65426 2 0102
SAMPLE,VOID

The other check does not have a line drawn to fill in the blank to the word DOLLARS.

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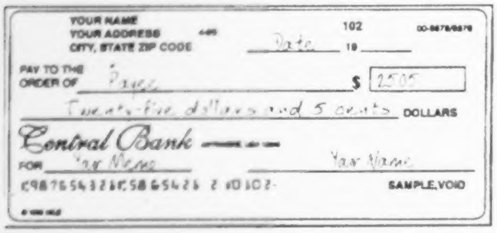
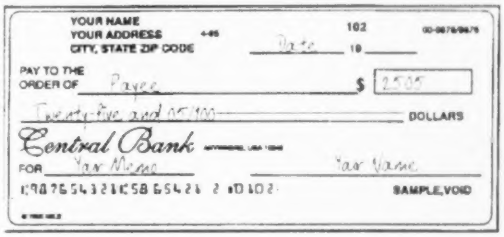
Answer Key-Lesson 9

Look at these two checks. Which one is right? Why? (p. 33)



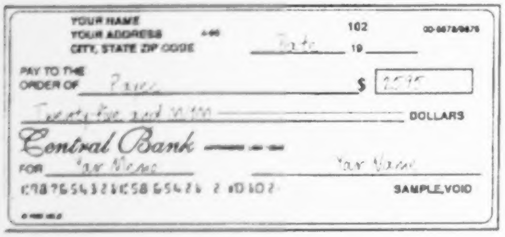
YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19
PAY TO THE ORDER OF Payee $ 25 05
Twenty-five dollars and 5 cents DOLLARS
Central Bank
FOR Your Memo
Your Name
SAMPLE,VOID



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19
PAY TO THE ORDER OF Payee $ 25 05
Twenty-five and 05/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
SAMPLE,VOID

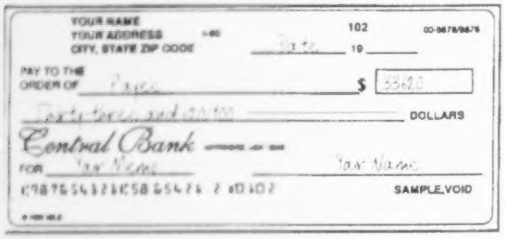
The one on the right is correct.
Twenty-five and 05/100 is right.
Twenty-five dollars and 5 cents is wrong.

What is wrong with these checks? (p. 34)



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19
PAY TO THE ORDER OF Payee $ 25 95
Twenty-five and 00/100 DOLLARS
Central Bank
FOR Your Memo
Your Name
SAMPLE,VOID

The amounts don't match. The amount in numbers is $25.95.
The amount in words is $25.00.



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE
102
Date 19
PAY TO THE ORDER OF Payee $ 33 420
Thirty-three and [illegible] DOLLARS
Central Bank
FOR Your Memo
Your Name
SAMPLE,VOID

The amount is wrong. There cannot be 3 numbers after the decimal point.

Answer Key-Lesson 9

NOTES:

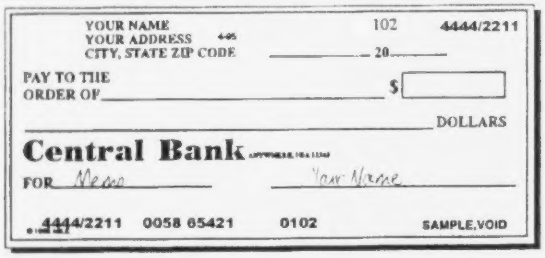
True or False: (p. 41)

You can borrow a check from a friend and sign your name on it.

☐ **False**

Which check is correct? (p. 44)

The top check is correct.



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102 4444/2211

_______ 20_____

PAY TO THE ORDER OF_______________ $☐

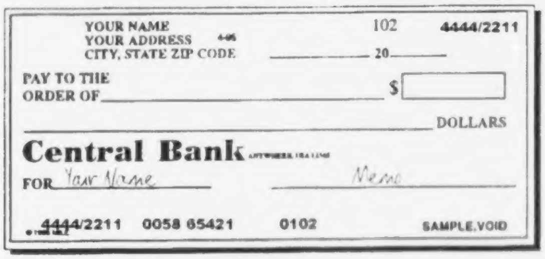
_______________ DOLLARS

Central Bank

FOR Memo

Your Name

4444/2211 0058 65421 0102 SAMPLE,VOID



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102 4444/2211

_______ 20_____

PAY TO THE ORDER OF_______________ $☐

_______________ DOLLARS

Central Bank

FOR Your Name

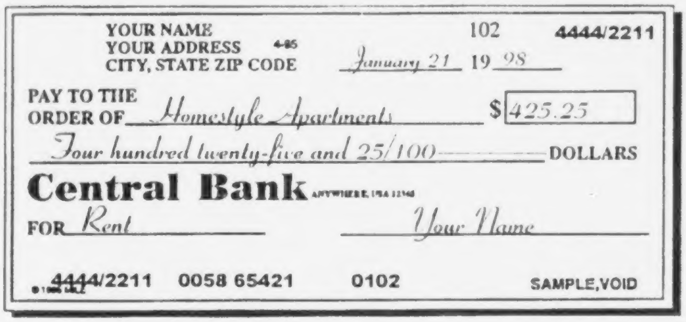
Memo

4444/2211 0058 65421 0102 SAMPLE,VOID

☑ Answer Key-Lesson 9

Practice (p. 46)

1. Payee: Homestyle Apartments
   Amount: $425.25
   Date: January 21, 1998
   Purpose: Rent



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102 4444/2211

January 21 19 98

PAY TO THE ORDER OF Homestyle Apartments $ 425.25

Four hundred twenty-five and 25/100 DOLLARS

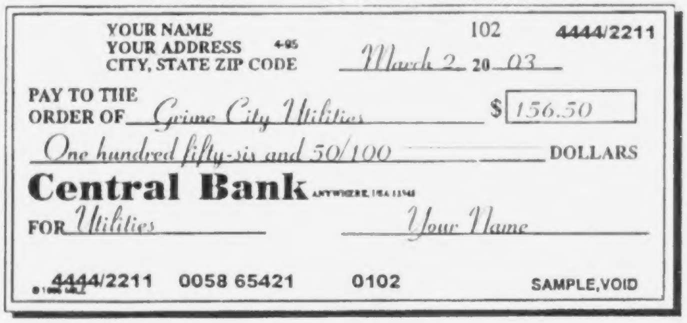
Central Bank

FOR Rent

Your Name

4444/2211 0058 65421 0102 SAMPLE,VOID

2. Payee: Grime City Utilities
   Amount $156.50
   Date: March 2, 2003
   Purpose: Utilities



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

102 4444/2211

March 2 20 03

PAY TO THE ORDER OF Grime City Utilities $ 156.50

One hundred fifty-six and 50/100 DOLLARS

Central Bank

FOR Utilities

Your Name

4444/2211 0058 65421 0102 SAMPLE,VOID

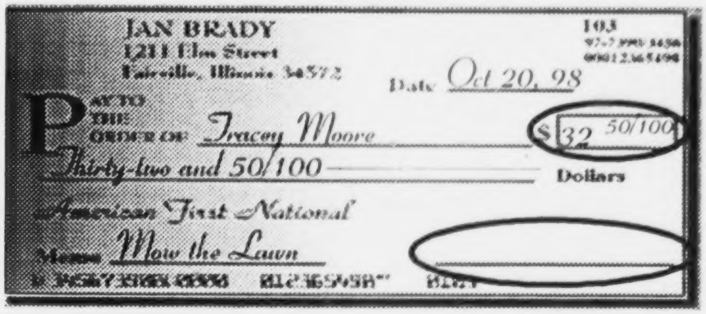
NOTES:

Answer Key-Lesson 9

NOTES:

Worksheets A-D: What's Wrong?

A.



JAN BRADY
1211 Elm Street
Fairville, Illinois 34572

103

Date Oct 20, 98

PAY TO THE ORDER OF Tracey Moore $ 32 50/100

Thirty-two and 50/100 — Dollars

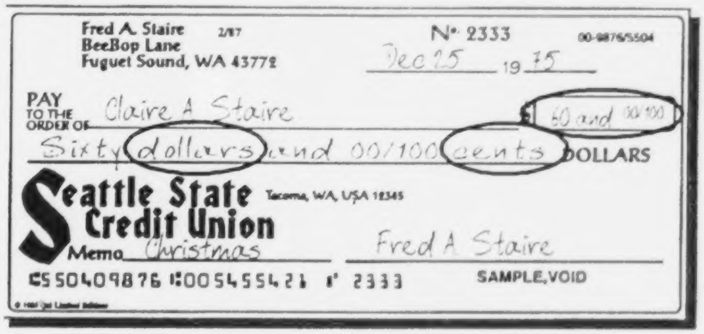
American First National

Memo Mow the Lawn

1. The cent amount in the amount in numbers should be written as a decimal. It should say 32.50.

2. The signature is missing. It should say *Jan Brady*.

B.



Fred A. Staire 2/87
BeeBop Lane
Fuguet Sound, WA 43772

Nº 2333 00-9876/5504

Dec 25 19 75

PAY TO THE ORDER OF Claire A Staire $ 60 and 00/100

Sixty dollars and 00/100 cents DOLLARS

Seattle State Credit Union Tacoma, WA, USA 12345

Memo Christmas Fred A Staire

C550409876 ⑆0054555421 ⑈ 2333 SAMPLE,VOID

1. The amount in words should be Sixty and 00/100—. You should not write in the words dollars or cents.

2. The amount in numbers should be written 60.00.

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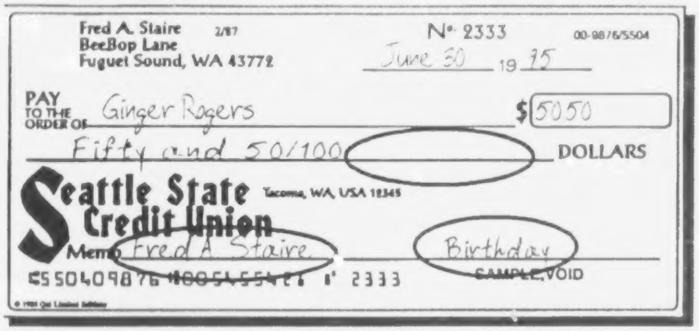
☑ Answer Key-Lesson 9

NOTES:

C.



Fred A. Staire 2/87
BeeBop Lane
Fuguet Sound, WA 43772

Nº 2333 00-9876/5504

June 30 19 95

PAY TO THE ORDER OF Ginger Rogers $ 5050

Fifty and 50/100 DOLLARS

Seattle State Credit Union Tacoma, WA, USA 12345

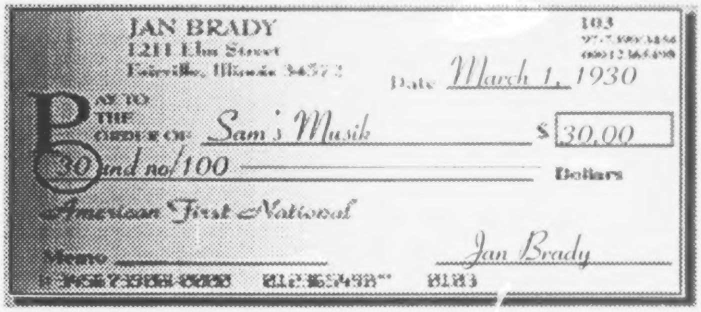
Memo Fred A. Staire — Birthday

550409876 [illegible] 2333 SAMPLE, VOID

1. Fred didn't draw a line from the fraction to the word Dollars.

2. Fred wrote the memo on the signature line and his signature on the memo line.

D.



JAN BRADY
1211 Elm Street
Fairville, Illinois [illegible]

103

Date March 1, 1930

PAY TO THE ORDER OF Sam's Musik $ 30.00

30 and no/100 Dollars

American First National

Memo

Jan Brady

1. Jan should have spelled out the number 30.

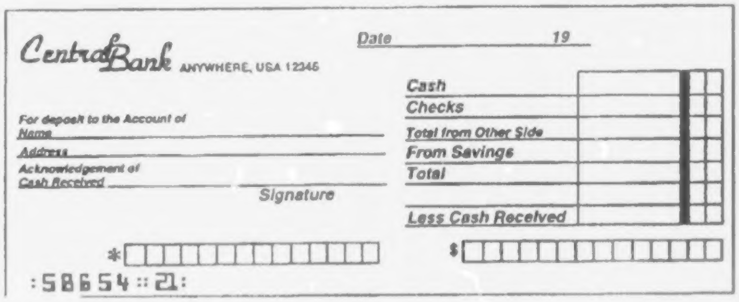
2. It is ok that Jan didn't write a memo. The bank will still cash the check without a memo. But, the memo would help Jan remember why she wrote this check.

Cumulative Review 3
Lessons 7-9

Pass ☐ *Review* ☐

7. The Deposit Slip

Below is a deposit slip. Write down the information that the bank teller needs to make the deposit for you.



Central Bank ANYWHERE, USA 12345

Date ______ 19__

For deposit to the Account of
Name ______
Address ______
Acknowledgement of Cash Received ______
Signature

Cash	
Checks	
Total from Other Side	
From Savings	
Total	
Less Cash Received	

*☐☐☐☐☐☐☐☐☐☐☐☐☐☐ $☐☐☐☐☐☐☐☐☐☐☐☐☐☐

:58654::21:

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________

5. ______________________________

6. ______________________________

Pass ☐ *Review* ☐

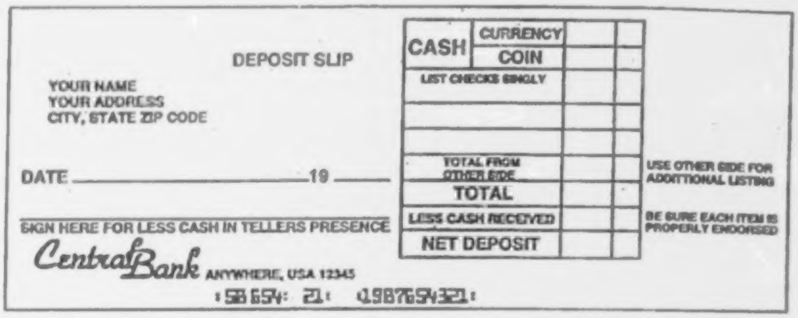
Below is a deposit slip. You want to make a deposit. Fill out the deposit slip to make your deposit.

Cash: $100.00 (currency)
$.50 (coins)

Checks: 1109/5567 (bank number) $30.00 (amount)

Less Cash: none

Date: September 30th, 1960



DEPOSIT SLIP

YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

DATE ____________________ 19 ______

SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

CentralBank ANYWHERE, USA 12345

⑆58 654⑆ 21⑆ ⑈987654321⑆

Pass *Review*

☐ ☐

You are at the bank to make a deposit. List 4 things you need to do.

1. ______________________________

2. ______________________________

3. ______________________________

4. ______________________________

Pass *Review*

8. Recording Deposits in the Check Register

☐ ☐ Why do you need to record your deposits in the check register?

____

____

☐ ☐ Below is a blank check register. Name the 4 columns that are used to record deposits.

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		✓	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
			$			$		Check or Dep.		
								Bal.		
								Check or Dep.		
								Bal.		
								Check or Dep.		
								Bal.		
								Check or Dep.		
								Bal.		
								Check or Dep.		
								Bal.		

1. ____________________________________

2. ____________________________________

3. ____________________________________

4. ____________________________________

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Pass ☐ *Review* ☐

Below is a blank check register. Your account balance is $30.00. You make two deposits. You deposit your paycheck for $125.00 on October 11, 1980. You also deposit a check from the U.S. Government for $200.00 on October 11, 1980. Record them in the check register and figure your new balance.

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION	WITHDRAWAL/ PAYMENT (-)		/	DEPOSIT/ CREDIT (+)		BALANCE FORWARD		
			$			$		Check or Dep.		
								Bal.		
								Check or Dep.		
								Bal.		
								Check or Dep.		
								Bal.		
								Check or Dep.		
								Bal.		
								Check or Dep.		
								Bal.		

Pass *Review*

9. Check Writing

☐ ☐ Write what checks mean

____

____

☐ ☐ You want to write a check. What do you need to do to make sure before you write a check? Why?

____

____

☐ ☐ You have $167.00 in your account. You want to write a $67.00 check. Do you have enough money in your account for your check? Why?

____

____

☐ ☐ What does cashing a check mean?

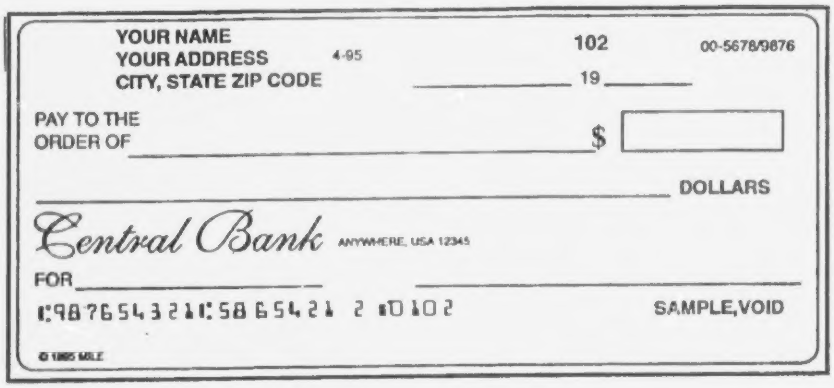
____

____

Pass **Review**

☐ ☐

Below is a check. Name each part of the check.



YOUR NAME
YOUR ADDRESS
CITY, STATE ZIP CODE

4-95

102

00-5678/9876

______ 19 ______

PAY TO THE
ORDER OF ______ $ ☐

______ DOLLARS

Central Bank ANYWHERE, USA 12345

FOR ______ ______

⑆987654321⑆5865421 2 ⑈0102

SAMPLE,VOID

© 1995 MLE

1. ______

2. ______

3. ______

4. ______

5. ______

6. ______

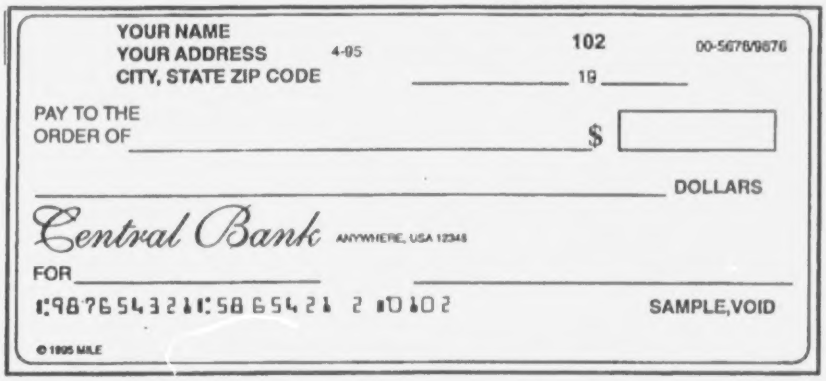
7. ______

8. ______

9. ______

Pass ☐ *Review* ☐

Below is a check. Fill out the check as if you are writing a check to pay for something.



YOUR NAME
YOUR ADDRESS 4-05
CITY, STATE ZIP CODE

102 00-5678/9876

______________ 19 ________

PAY TO THE
ORDER OF ______________________________ $ ☐

____ DOLLARS

Central Bank ANYWHERE, USA 12348

FOR ____________________ ______________________________

⑆987654321⑆58 654 21 2 10102 SAMPLE,VOID

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Vocabulary

- Account
- Account Balance
- Account Number
- Amount
- Amount in Numbers
- Amount in Words
- Amount of the Check
- Bad Check
- Balance
- Bank
- Bank Number
- Bank Statement
- Bank Transaction
- Bankbook
- Bankslip
- Bill
- Billing date
- Branch
- Branch Number
- Budget
- Cash
- Cashing a Check
- Cent Amount
- Check
- Check Number
- Check Register
- Checkbook
- Checking Account
- Coin
- Counter Deposit Slip
- Credit
- Credit Limit
- Credit Rating
- Currency
- Customer
- Date
- Decimal Point
- Decrease
- Deduct
- Deposit
- Deposit / Credit
- Deposit Slip
- Description of Transaction
- Dollar Amounts
- Dollar Sign
- Due
- Due Date
- Due upon Receipt
- Endorse
- Fee
- Figure
- Forms
- Fraction
- Goods
- ID Card
- Illegal
- Increase
- Information Counter
- Interest
- Less Cash
- Loan
- Memo
- Minimum Payment
- Money Amounts
- Money Amount in Numbers
- Money Amount in Words
- Mother's Maiden Name
- Net Deposit
- Organization
- Password / Code Word
- Payee
- Payment
- Receipt
- Record
- Service
- Service Fee
- Signature
- Signature Card
- Statement
- Subtotal
- Teller
- Teller's Window
- Traveler's Check
- Total
- Transaction
- Withdrawal

Bank transaction: Any business you do with the bank is a transaction. You could cash a check, deposit a check, or withdraw money. These are all transactions.

Bankbook: A bankbook is a place where you can write down what you do with your money. A bankbook is another word for a check register.

Bankslip: A bank slip is a piece of paper that lets the bank teller know what you want to do with the money in your account. You may want to put money into your account or take money out of your account. Examples of a bankslip are deposit slip and withdrawal slip.

Bill: A bill is a list that tells you how much you owe. A bill lists the things (like clothes and food) you have bought. Also, a bill lists the services (like electricity and car repair) you have gotten. A bill tells you how much money you owe the store, person, or company.

Billing date: This is the date the business sent you the bill.

Branch: A branch is one of the places in a group of banks that share the same bank name. A bank called the Bank of America may have many bank branches with the same bank name but different places and branch names. For example: Bank of America, Main Street Branch *or* Bank of America, Smithfield Mall Branch.

Branch number: A special number assigned to a bank branch. It is part of the check number.

Budget: A plan for daily spending. It says how much you plan to spend on such things as rent, food, gas, and utilities.

Cash: Cash means currency (dollars, paper money) and coin. You can deposit cash into your account. You write in the amount of the cash on the deposit slip. Then you give the money and the deposit slip to the bank teller. The teller will put the money into your account.

Cashing a check: A person or organization (like store and restaurant) getting your check gives the check to your bank to get payment (money) from your bank. We call this "cashing a check." You do *not* put money into your account when you cash a check. You exchange (trade) the check for money at the bank.

Account: An account is where your money is kept at the bank. Everyone has a different account. This is how the bank knows how much money you are keeping there.

Account Balance: The account balance is how much money you have in your account after you have added all your deposits and subtracted your withdrawals. It will change every time you make a deposit or withdrawal.

Account number: An account number is a set of numbers that tells the bank which account is yours. Everyone has a different account number. Each of your checks has your account number on it. When you want information about your account, you will tell the bank your account number.

Amount: An amount is how much money.

Amount in Numbers: See *money amount in numbers*

Amount in Words: See *money amount in words*

Amount of the check: The amount of the check means how much money is written on the check.

Bad check: A check written for more money than a person has in their checking account. Writing bad checks is against the law. Another name for a bad check is "an overdraft" or a "bounced check".

Balance: A balance is a place on the check register for you to add or subtract the money amount to get your new balance. Your balance tells you how much money you have in your account at the bank. See also account balance.

Bank: A bank is a place where people keep their money. It is a very safe place to keep your money.

Bank number: Every bank has their own bank number. It is like an ID number. A bank number tells which bank a check comes from.

Bank statements: Bank statements are lists you get from the bank every month. A bank statement tells you how much money you have in your account. It also tells you every time you took money out of your account and every time you put money in your account.

Cent Amount: this is the how much money in coins. You write the cent amount with a decimal point.

Check: A check is a written order telling your bank to pay money to a person or an organization out of your account. We sometimes call a check a *draft*. You write down how much you want to pay to the store and sign your name on the check. Then you give the check to the store to pay for something you need from the store. The store gives the check to a bank and get money from your account.

Check number: Each check has a different check number. Check numbers help you keep a record of your checks. You can match the checks you have written with the checks listed on your checking account statement. Check numbers are for *your* records.

Check register: A check register is a place where you write down how much money you put into your account. It is also a place where you write down how much money you take out of your account. You also figure your account balance in the check register. A check register is another word for bankbook.

Checkbook: A checkbook is a small book with the check register, checks, and deposit slips.

Checking account: A checking account is a place where you keep your money at the bank. It is for checks. When you want to write checks to pay for things, you need to have a checking account at the bank. (See also account)

Coin: Coin means cents, like quarters, nickles, dimes, and pennies. You can deposit coins into your account. You write in the amount of the coins on the deposit slip. Then you give the coins and the deposit slip to the teller. The teller will put the money into your account.

Counter deposit slip: A counter deposit slip is a blank deposit slip. It means that it does not have your name, address and account number printed on the counter deposit slip. You need to write in your name, address and account number. Then you fill out other information on the counter deposit slip. You can get counter deposit slips at the bank. Counter deposit slips are for people who do not have any more deposit slips in the bankbook. Also, they are for people who forget to bring the deposit slip to the bank when making a deposit.

Credit: If you always pay your bills on time and have a job, a business or company will set up a credit account for you. This will let you buy things without paying now. Then next month, the person or company will send you a bill for what you bought. You can pay for the store back every month till you pay for what you bought.

Credit Limit: When you get credit, the business will tell you how much. You cannot have more credit than your limit.

Credit Rating: This is like a grade. If you have a good credit rating, other stores will also give you credit. If you have a bad credit rating, stores will not want to give you credit. You get a bad credit rating by not paying your bills on time.

Currency: Currency means dollars, paper money. You can deposit currency into your account. You need to write the amount of the currency on the deposit slip. Then you give the currency and deposit slip to the bank teller. The teller will put the money into your account.

Customer: A customer is a person who has an account at the bank. If you have an account at America's Bank then you are a customer of America's Bank.

Date: The month, day, and year. We can write the date like this: *June 18, 1996,* or like this: *6/18/96.* You will write the date on checks, bankslips, and your check register.

Decimal point: A decimal point is the dot that separates the dollar amount from the cent amount, like $50.50 and $25.06.

Decrease: To decrease means to make smaller. When you take money out of your account, you will have *less* money in your account. Your balance *decreases.*

Deduct: Deduct means to subtract. If you make a withdrawal, you must deduct or subtract that amount from your account.

Deposit: A deposit means to put money in a bank account.

Deposit/credit: A deposit/credit is a place on the check register for you to write down how much money you put into your account.

Deposit slip: A deposit slip is a special kind of bank form (paper). You must use a deposit slip when you want to put the money *into your bank account*. A deposit slip has the information that will help the bank teller make the deposit for you. Information on the slip are your name, address and account number.

Description of transaction: A description of transaction is a place on the check register where you write down who you write checks to or where you get money from.

Dollar amounts: Dollar amounts are money. For example, a dollar amount will be $5. A cent amount will be $.25. Together, the dollar and cent amounts will be $5.25.

Dollar sign: A dollar sign shows the numbers as money ($).

Due: The amount you owe.

Due date: A due date tells you when a person or company must get your money for the bill. A due date does not mean the date when you must mail the payment.

Due upon Receipt: When a bill says due upon receipt, it means you must send your payment in as soon as you get the bill.

Endorse: Sign your name on the back of the check when you cash your check.

Endorse/Endorsement: Endorse means you sign your name on the back of the check. When you want to deposit checks, you need to **endorse** your checks. That is your **endorsement**.

Fee: A fee is an extra money that the person or company charges you. You will be charged a fee if you do not pay the bill in full.

Figure: Figure means you *add* or *subtract*. When you make a deposit, you need to *add* the money amount to your old balance to get your new balance. You figure your new balance.

Forms: a piece of paper with blanks to fill in. A check is a type of form. A contract is a type of form. A deposit slip is a type of form.

Fraction: A fraction is used to show cent amount. When you are writing money amounts on a check, there is a place where you write the money amount in words. When you write a money amount in words on a check, you need to use a fraction (for example: 50/100) to show 50 cents.

Goods: Goods are things you buy.

ID card: An ID card is your driver's license, school picture ID card or any other kind of picture ID. When you make a deposit or do any other banking business, you must bring your ID card with you. The card should have a picture of you with your name, address, social security number, and signature. An ID card helps the bank know you are the person on the account.

Illegal: If the law does not permit something you do, it is against the law.

Increase: To increase means to add. When you put money into your account, you will have *more* money in your account. Your balance *increases*.

Information counter: The information counter is a place in the bank where you can go to to get help if you do not know what to do.

Interest: Money you are charged when you borrow money. Or, sometimes a bank will pay you interest to keep your money in their bank. If you get a credit card, it is smart to find one with a low interest rate! It will save you money.

Less cash: Less cash means the amount of cash you want back from your deposit for spending. It must be less than the total amount of the deposit.

Loan: A loan means to borrow money from the bank.

Memo: The line on your check where you write what the check is for.

Minimum payment: A minimum payment means you pay part of the bill, not in full.

Money amount: Money amount is how much money. For example, $5.00, $20.50, and $156.34.

Money Amount in Numbers: A money amount in numbers is the normal way of writing money amount, like $4.00, $5.50, and $30.10.

Money Amount in Words: A money amount in words is a special way of writing money amount, like "four dollars," "five dollars and fifty cents," and "thirty dollars and ten cents." When you write a check, you will have to write the money amount in words. In checks, it is written in a special way, like "four and 00/100," "five and 50/100," and "thirty and 10/100."

Mother's Maiden Name: This is your mother's last name before she married. Many banks ask you for your mother's maiden name to use as a code word to help keep your account private.

Net deposit: Net deposit is the total amount of your deposit after you add and subtract everything.

Organization: A group of people working together under a single name, like a grocery store staff or a doctor's office staff.

Password / Code Word: This is a special word that you tell the bank so they will give you information about your account. This helps keep other people out of your account because no one but you will know your secret password.

Payee: Who you write the check to.

Payment: Payment means the money taken out of your account and given to a business for your bill.

Receipt: A receipt is a piece of paper you get from the teller after you make the deposit. A receipt is your proof that you have made the deposit. You must keep it until you get your bank statement that shows the bank has a record of your deposit.

Record: A way for you to write down information to help you know how much money you have in your account. Also, it helps you remember where your money is.

Service: A service is work or help that other people do for you. Banks do many things to help you. You can borrow money, get traveler's checks, or find out how much money is in your account. These are all services the bank provides. There is a charge for some services. Some services are free.

Service fee: A service fee is a special charge from the bank. Banks charge fees for keeping your account, bad checks, and other services.

Signature: The way you signed your name on the signature card when you first opened your account at the bank. You should sign your name this way when you write checks.

Signature card: The card you sign when you open your account. Bank tellers can compare the signature on your card to the signature on a check to make sure that the signature is really yours. Bank officers can also use your signature card to prove your signature for other reasons, like insurance claims.

Statement: A report to you from the bank. Your statement shows which of your checks the bank has paid, and what your balance is. Banks usually send statements to customers once a month. Some banks send you the actual checks that they have paid. Other banks keep a copy of your checks and destroy the checks. (See bank statement)

Subtotal: A subtotal is the amount when you add or subtract part of a list of numbers. For example, you are filling out a deposit slip. You add the amounts of all the cash, coins, and checks you want to deposit. This is your subtotal. Then you subtract cash you want back. After you subtract, you know the total amount of the deposit.

Teller: A person who helps bank customers, like you. Tellers help you to deposit, withdraw, and transfer money to and from accounts. They can also help you make loan and credit card payments. Tellers can give you account balances and account printouts. They can help you get travelers' checks and cashier's checks. Tellers usually serve customers from behind a teller's window.

Tellers' window: The counter where you will do your banking business with the bank teller.

Traveler's check: A traveler's check is a special check with a dollar amount on it. It is the same as money. It must have your signature. No one else can use it without your signature. Some places will accept traveler's checks when they do not accept your checks from the bank. If your traveler's checks are stolen, you can get them replaced for free. If your *money* is stolen, you cannot replace that. That is why many people who travel like to use traveler's checks.

Total: The amount after you add and subtract everything.

Transaction: See *bank transaction*

Withdrawal: A withdrawal means to take money out of a bank account. When you withdraw money, your account becomes smaller.